

## **Position Description – Secretary**

Join the Melbourne Development Circle (MDC) Leadership Team as Secretary; ensuring the smooth and effective operations of this dynamic volunteer committee. This role will suit applicants wanting to gain or share experience in a Not-For-Profit operations role and is an excellent first step into a voluntary Board role.

The Secretary is integral to the effective running of MDC, and will support the delivery of 6 Committee meetings each year and maintenance of processes that help the team function effectively. You will be building on existing documented operations systems with scope to enhance processes.

You will be joining a team of highly committed professionals who are working in international development and aid, community development, sustainability, and social enterprise.

### **MDC Background**

MDC is an incorporated association that, in recognising the diverse and dynamic nature of development practice to create a better future for all, creates inclusive, inspiring, high-quality learning and networking activities that go beyond traditional professional sectors. Our vision is to be “an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals”. How we seek to achieve this vision is outlined in our [Theory of Change](#) and supported by a team of volunteers who progress activities of interest to students, and international and community development professionals (in not-for-profits, social enterprise, government and the private sector) and those interested in the community development field.

### **MDC Secretary responsibilities**

Members of the Leadership Team meet bi-monthly (via Zoom or in person) and work together to manage MDC activities. The Secretary role is part of the MDC Executive Group (consisting of President, Vice-President, Treasurer, Communications Manager and Partnerships Manager) to progress strategic actions for the sustainable functioning of MDC.

The role of the Secretary is to maintain MDC's compliance under the Associations Incorporation Reform Act 2012 and meet operational requirements. This involves:

- Being registered as MDC's representative with Consumer Affairs Victoria and lodging documents of the association with the Registrar
- Maintain the register of members via the intranet and Google Drive
- Ensure MDC maintains official documentation and ensures the Leadership Team has access to relevant files via the Google Sites Intranet and Google Drive, including through supporting onboarding of new members.
- Managing and monitoring the MDC email account via Zoho and providing access to relevant MDC Leadership team members.
- Coordination and set up of Bi-monthly MDC Leadership meetings
- Monitoring and supporting the implementation of organisational frameworks to ensure smooth operations of MDC.
- Actively support other MDC Leadership team members in fulfilling collective goals

MDC implements a dispersed leadership model, this means that we all share the formalities of running a Committee, such as chairing and minuting meetings. While it is not the responsibility of the Secretary to minute each meeting, the Secretary is responsible for maintaining MDC calendars, the annual meeting schedule and support team members to undertake these tasks (e.g. have a current template to draft agendas and a place to file documents).

MDC is a working voluntary committee, which means the individuals in the team may also be carrying out the activity of the group. There is no obligation on position-holders such as the Secretary to lead an activity in addition to their leadership role, however, that option is open to the incumbent should they wish to get involved. The MDC committee upholds a culture of supporting each other and a means of social networking. We strive to be representative of the community and international

development sector and we encourage First Nations, refugee and migrant peoples to apply.

### Terms

Minimum 12 months' minimum commitment + handover / onboarding of new Secretary at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

- **Time commitment**
  - Six meetings p.a. of Leadership Team (1.5 hours)
  - Annual planning meeting (half a day, 6-10 hrs prep including Executive Group meetings)
  - Annual General Meeting (1.5 hrs, 2 hrs prep)
  - Meeting preparation, maintenance tasks and Executive Group meetings (avg 2-3 hrs per month)
  - Regular attendance at and assistance with running (where appropriate) MDC events.
  
- **Ideal skills/attributes of Executive Group and Leadership Team members**
  - Strong organisational skills
  - Strong communication skills
  - An openness and enthusiasm for using web-based collaboration software (e.g. Hangouts, Drive, G-Suite, Zoom), access to a laptop or desktop computer required
  - Ability to take initiative in identifying and completing tasks that are required to progress team goals
  - Knowledge of development community and current issues
  - Passion to assist the development community broaden networks and improve collaboration
  - Ability to dedicate 8-10 hours per month to MDC work.



Development Circle Inc.  
w: [www.developmentcircle.org](http://www.developmentcircle.org)  
e: [accounts@developmentcircle.org](mailto:accounts@developmentcircle.org)  
abn: 58 174 696 183  
arn: A0059791Y

### Application details

#### To Apply

Email the MDC Leadership team [melbourne@developmentcircle.org](mailto:melbourne@developmentcircle.org) with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

As this is a leadership role, you will need to also apply to become a member of the association and MDC's rules of association will be discussed with the successful candidate.

Deadline Friday, 9 October 2020. Applications will be considered and processed as they are submitted, so don't wait to apply for this excellent opportunity.

#### What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a Zoom meeting or phone call with a member of the team.

If your application is accepted you will be contacted about next steps for onboarding and handover with the current position-holder, with formal induction at the 2020 AGM in October.

#### Questions?

Email Menaka at [melbourne@developmentcircle.org](mailto:melbourne@developmentcircle.org) to ask more about the role, the systems we currently have in place, or anything else!