



Running Wild Secretary

Job Specification

as at December 2021

The Secretary is responsible for effective maintenance and management of records of the association and must assist the President to perform association duties.

Governance duties required of all incorporated associations

The Secretary must:

- Act as the primary contact person for Running Wild, in relation to the management of the association
- Ensure that the records of the association are maintained as directed by law and made available when required by authorised persons
- Submit the required forms and documents (such as administrative and financial documents) to the Office of Fair Trading (OFT) and the Australian Charities and Not-for-profits Commission (ACNC)
- Maintain the register of Running Wild members
- Ensure that the association complies with its rules and requirement of the Associations Incorporation Act 1981 (Qld), the Associations Incorporation Regulation 1999 (Qld), and all governance standards of the Australian Charities and Not-for-profits Commission
- Act honestly and in the best interest of the association
- Exercise care, skill and diligence in carrying out their role
- Act as a signatory for the association in all legal and financial purposes
- Give proper notification of meetings, developing and distributing an agenda prior to all meetings, in consultation with Management Committee members
- Produce written minutes of association meetings and distribute to members in a timely manner
- Assist with development of aims and relevant business and strategic plans in order to achieve the goals of the association
- Oversee the management of incoming and outgoing correspondence and ensure that accurate and sufficient documentation exists to meet legal requirements
- Notify the President, Treasurer and Running Wild CEO of any urgent business arising from the correspondence in a timely manner
- Ensure Running Wild's Constitution remains current, and complies with all relevant laws, regulations, and best-practice standards for incorporated associations and registered not-for-profits
- Following any changes to the association's Constitution, ensure that the amended copy is lodged with the OFT no later than 3 months after the meeting where the special resolution was passed, and pay the associated fee/s



- Notify the ACNC immediately if any of the following change:
 - The association's legal name
 - Address For Service (where legal documents can be sent)
 - Responsible Persons (i.e. Management Committee and Running Wild CEO –if someone takes on or finishes the role of a Responsible Person)
 - Governing document (such as its constitution, rules or trust deed).
- ensure written handover of all relevant information to the incoming secretary

Running Wild specific duties

The Secretary is required to:

- Serve as an official spokesperson if required
- In maintaining Running Wild's register of members, handle all correspondence and fee payments relating to both direct members, and those joining via auspiced organisations
- Support the Treasurer in managing auspiced organisations
- Oversee administration staff's management of the correspondence log and other governance related record keeping
- Support Running Wild's CEO in fund raising, including seeking sponsorships from both local and regional businesses, writing grant submissions, and helping Program Leads generate additional income in support of broader organisational aims.