



Position: Volunteer Secretary

The Secretary contributes strongly to the role of the organisation, its vision and strategic direction, and also ensuring that proper procedures are in place. A fuller description of the role follows:

Executive Membership comprises the President, Vice-President, Secretary, Treasurer and Public Officer.

The Secretary is an important member of the Executive, which works with the CEO to oversee:

Governance and legal

The Secretary takes the critical role with or on behalf of the Management Committee to ensure that AFW:

- meets all of its legal requirements in respect of incorporation;
- maintains and reviews accurate and sufficient documentation to meet its legal requirements (receiving and actioning formal documents, timely acquittal of program/funding grants, annual reports, meeting government submission requirements etc.);
- attends to formal aspects of stakeholder relationships such as progress reviews, reporting timeframes and opportunities to build those relationships further;
- gives proper notification of all meetings in accordance with the Constitution; and
- presents fully documented reports to the Management Committee.

Meetings

With the President and CEO, the Secretary takes responsibility for the agenda in advance of meetings and ensures it is circulated along with all meeting papers.

The Secretary ensures that all meetings proceed in accordance with the Constitution.

The Secretary ensures that meeting minutes are recorded which include as a minimum:

- date/time/location of meeting;
- list of those present/apologies;
- list of items discussed;
- list of reports presented;
- text of motions presented and their disposition;
- action items from previous meetings are followed up and progress reported; and
- reviews the Minutes for accuracy and content prior to distribution.

The Secretary may propose for consideration policies and procedures to improve the organisation's corporate functioning.

Committee management and development

In partnership with the President and CEO, the Secretary assists in:

- managing the business of the Management Committee;
- the induction and training of members;
- ensuring members are aware of and fulfil their governance responsibilities;
- overseeing and updating as required the organisation's Policies & Procedures Handbook;
- ensures that appropriate personnel policies and procedures are in place for all staff; and
- timely update/redevelopment of the Strategic Plan and attendant working documents

A Tasmanian not-for-profit working with workplaces, schools and the community since 1985.

Creating a fairer world through innovative education and training programs.

4 Battery Square, Battery Point, Tasmania 7004, 03 6223 1025, admin@afairerworld.org, www.afairerworld.org

Volunteer Committee/Board Members Wanted – Join A Fairer World!

Are you passionate about creating a fairer, more inclusive community? A Fairer World is seeking dedicated and motivated individuals to join our voluntary Management Committee. By becoming a Committee member, you'll help guide our mission to foster inclusion, diversity, and respect through community-based education and advocacy.

Key Responsibilities:

- Provide strategic guidance and oversight to a not-for-profit organisation striving for positive change.
- Contribute to the growth of our impactful programs, including the Hobart human library.
- Support initiatives that promote diversity and inclusion.

What we're looking for:

- Demonstrated commitment to human rights and social justice.
- Strong communication and teamwork skills.
- Experience in governance, fundraising, human resources or advocacy is desirable.

We specifically welcome applications for the office bearer of Secretary.

Joining the Management Committee of A Fairer World will allow you to actively contribute to the community and use your expertise to help shape the direction and ongoing future success of the organisation. Potential Committee members need to be aware that this is a volunteer position, and most Committee meetings are held after hours. Additional meetings are scheduled to suit the participants.

Membership of the Committee requires the following:

- Membership to the Association (new members eligible).
- Ability to attend meetings after business hours when scheduled.
- Attendance at 80% of ordinary Committee meetings per year, the AGM, and organisation functions when possible.
- Possess skills and expertise that will be of benefit to the Committee and the organisation.

You do not need previous Committee /Board experience to apply for these positions. This is a great opportunity for those who fit the above criteria to make a difference in the community and to also gain vital Committee/Board experience.

How to Apply:

- Download an Expression of Interest form from our website:
<https://afairerworld.org/wp-content/uploads/Committee-EOI-2026.pdf>
- Check the position description for Secretary and position description for General committee member, also published on our website:
<https://afairerworld.org/wp-content/uploads/committee-secretary-pack.pdf>
<https://afairerworld.org/wp-content/uploads/general-committee-member-pack.pdf>
- Email your **Expression of Interest** along with your **resume**, to
chair@afairerworld.org
- Applicants will be shortlisted and elected in accordance with the Constitution.
- Applications close **5pm Friday 26 June**.

For more information, contact the Committee President, Samantha Stayner at chair@afairerworld.org or 0410 512 225.

Help us create lasting change – apply to join our Management Committee today.



**A
FAIRER
WORLD**

Learn - Connect - Act

MANAGEMENT COMMITTEE

EXPRESSION OF INTEREST

Personal Details

Full Name	
Mobile Number	
Email Address	

Experience

Please describe any experience you have had on Boards or Management Committees

Why do you want to be on the Management Committee of A Fairer World?

What would you bring to the Management Committee of A Fairer World?

Legal considerations

Have you ever been convicted of a criminal offence, including offences against a child under the laws of Australian or of a foreign country? If yes, please provide details	
Have you ever been bankrupt under the laws of Australian or of a foreign country? If yes, please provide details	
Have you ever been disqualified from managing or directing a corporation (in Australia or elsewhere)? If yes, please provide details	
Are you aware of any other matters which may be relevant to an assessment of your character, diligence, honesty, integrity or judgment? If yes, please provide details	

Do you have any current links with A Fairer World, and if so, what are they?

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Please send completed EOI form **with your Resume** to chair@fairerworld.org