



**IABC Victoria**  
**Secretary**  
**Position Description**  
**2024**

**Position Title:** Secretary

**About IABC Victoria:**

Victoria is the ultimate professional association for communicators in Victoria. As one of the largest chapters of the International Association of Business Communicators outside of North America, we provide members with professional development opportunities, local and global networking events and exclusive resources to stay ahead of the curve in the dynamic world of communication.

**Position Summary:**

The Secretary will be responsible for managing administrative tasks related to IABC Victoria's operation and communication. This includes record-keeping, meeting preparation and documentation management. The Secretary will work closely with other team members and stakeholders to facilitate smooth and effective communication within the organisation.

**Key responsibilities of the role:**

- **Meeting invitations and agendas**
  - Ensure the timely distribution of meeting invitations to all relevant stakeholders.
  - Circulate detailed agendas that outline topics, objectives and required pre-reading.
- **Materials and documentation**
  - Send reminders to complete Board Reports and ensure all are complete and accessible..
- **Venue and technology**
  - Secure meeting venues and ensure all required technology is functioning.
  - For virtual and hybrid meetings, provide participants the virtual meeting link.
- **Attendance and reminders**
  - Maintain up-to-date records of meeting attendees and monitor RSVPs.
  - Send reminders for upcoming meetings and inform participants of any changes.
- **Minutes and recording**
  - During meetings, take comprehensive and accurate minutes.
  - Ensure the integrity and confidentiality of recorded information.
- **Accessibility and follow-up**
  - After the meeting, make meeting minutes, recorded materials and relevant documents accessible to all relevant parties. Follow up any outstanding action items.
- **Archive and documentation**
  - Maintain an archive of meeting minutes and related documentation for easy reference.
- **Work In Progress (WIP) coordination:**
  - Ensure the timely and accurate updating of the WIP document by Board members.
  - Arrange and facilitate WIP meetings to review project statuses and action items.
  - Track action items from WIP meetings, following up on outstanding tasks.



- **Professional development coordination:**
  - Facilitate continuous learning for the IABC Victoria Board through professional development seminars/workshops relating to IABC and board governance in general.
- **IABC liaison and collaboration:**
  - Serve as the key contact between IABC Victoria and APAC and state/territory IABC chapters, facilitating collaboration and information exchange.
  - Participate in regional and local IABC activities, sharing insights, best practices, and resources to strengthen the collective knowledge and capabilities of all involved.
- **Chapter Management Awards entries:**
  - Lead the preparation of persuasive chapter entries for the Chapter Management Awards (CMA), showcasing IABC Victoria's achievements and impact, and maximising our chances of recognition in the IABC awards program.

#### **Shared responsibilities:**

- **Fiduciary responsibilities:** ensure the sound management of IABC Victoria's financial resources, uphold the highest standards of financial integrity and safeguard the interests of IABC Victoria and its stakeholders.
- **Assisting with the Bronze Quills and Oration:**
  - Collaborate with the Events Chairs and Board to provide valuable support in the planning and execution of the Bronze Quills and Oration event, contributing to its overall success and ensuring alignment with the organisation's standards of excellence.
- **Administrative support:**
  - Assist with the preparation of reports, presentations, and materials as needed.
  - Deliver handover with successor.
  - Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
  - Adhere to IABC's Code of Ethics, and the Consumer Affairs Victoria Association's Incorporation Reform Act 2023 'Rules for IABC Victoria'.

#### **Skills and qualifications:**

- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a collaborative, volunteer-driven organisation.
- Familiarity with IABC or similar professional organisations is a plus.

Note: IABC membership is required to be a Board member. A person is eligible for IABC membership if they are:

- a) A professional communicator
- b) An academic in a communication discipline, or
- c) A student of a communications discipline at a tertiary institution as determined by the IABC,

and they support the purposes of the Association.

#### **Time Commitment:**

- 1 x monthly 2-hour face-to-face board meeting
- 1 x 1-hour fortnightly Work-In-Progress meeting



- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
- Delivery of Key Responsibilities (~ 4 hours per week).

**Note:** This position description is intended to describe the general nature and level of work expected of the Secretary.

**How to Apply:**

To apply, please complete the nomination form explaining your qualifications and your interest in the Secretary position, and send this along with your CV to [president@iabcvic.com.au](mailto:president@iabcvic.com.au) AND [vicepresident@iabcvic.com.au](mailto:vicepresident@iabcvic.com.au). IABC Victoria is an equal opportunity organisation. We encourage applications from individuals of all backgrounds and experiences.