

Secretary

Position Description

Overview

As the Secretary, you are responsible for administrative support at QUT Guild. You will be working closely with the president and treasurer to assist with strategies, day to day tasks and effective liaising within the workplace. The secretary is responsible to the entire Guild for delivering accurate information, advice, interpretation and application of the regulations and constitution.

Key Responsibilities

- Executive management of Student Representative Council members.
- Assessing productive work of the SRC in the workplace.
- Coordinating the day-to-day administrative operations of the SRC.
- Managing conflicts within the workplace.
- Compiling a list of executives and faculty members' contact.
- Coordinating with the Marketing team and SRC for availability and rostering for guild events, initiatives, and stakeholder events.
- Responsible for convening and giving notice of meetings of the SRC and the Executive Committee meetings in accordance to the Constitution and Regulations.
- Preparing meeting agendas of the SRC and the Executive Committees.
- Advising the SRC of current Guild policies and regulations and maintaining the current Guild policies and regulations.
- Preparing and keeping reports that may be required in accordance to the Constitution and Regulation.
- Implementing policies to Guild members and bodies.
- Ensuring that all administrative action requested by the SRC is attended to.
- Acting in accordance with the Constitution and Regulations.
- Managing and preparing the business of the Executive Committee and the SRC ensuring, in conjunction with the President and Vice President (Treasurer).
- Ensuring that the operations of permanent Guild staff are managed effectively to ensure that the platform of the SRC is delivered.

Hours

25-35 hours per week

This is paid position