

SECRETARY YOGA AUSTRALIA

Job Description

Name	
Organisation	Yoga Australia
Length of term	3 Years
Position	Secretary
Reports to	President
Date Written	15/06/2019
Date Updated	

Position Purpose	Responsible for the administration and governance compliance of Yoga Australia.
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Yoga Australia Mission	To ensure the integrity, tradition and longevity of yoga is maintained, by developing, implementing and supporting professional standards and practice.
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Yoga Australia Vision	Ensure everyone can access, experience and enjoy the diverse benefits of yoga as a lifestyle and practice.
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Expectations of Yoga Australia Board (Collectively & Individually)	<ul style="list-style-type: none"> - Determining the missions and purposes of the Yoga Australia - Creating and monitoring the strategic direction, goal setting and organisational planning of Yoga Australia - Actively upholding and reviewing Yoga Australia's constitution - Ensuring strong fiduciary oversight and financial management - Approving and overseeing Yoga Australia programs and services - Fundraising and resource development - Assessing its own performance as the governing body for Yoga Australia - Each member is expected to know and soundly understand Yoga Australia's mission, constitution, governance statement, advocacy statement, strategic plan, rules and principles, policies, programs, procedures and needs - Serve as an active advocate for Yoga Australia and fully engage in identifying and securing financial resources and partnerships necessary for Yoga Australia to advance its mission - Prepare for, attend and conscientiously participate in board meetings - Participate in a state committee and/or working group - Participate and support Yoga Australia initiative's and programs - Provide advice, opinions and independent judgement to inform board decisions - Evaluates the performance of the CEO in consultation with the President
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Responsibilities of Yoga Australia Board (Collectively & Individually)	<ul style="list-style-type: none"> - Review agenda and supporting documentations prior to board meetings - Be accountable and responsible for the actions and decisions made by the Yoga Australia Board - Understand Yoga Australia's financial position - Maintain confidentiality about all internal matters pertaining to Yoga Australia - Ensuring Yoga Australia acts in accordance with the law - Governing and overseeing Yoga Australia's operations and performance in consultation with the National Management Committee members and council of advisors - Attend the AGM (Annual General Meeting)
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Key accountabilities	<ul style="list-style-type: none"> - Serves as a volunteer of Yoga Australia - Maintains records of the board and ensures effective management of Yoga Australia's records including governance documents, policies and all board meeting minutes
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	<ul style="list-style-type: none"> - Monitoring the board policies and procedures are followed - Provides advice and resources on governance - Records, compiles and manages minutes of the Yoga Australia board meetings - Distributes meeting minutes to board members post board meeting - Develop and distribute board calendar for each year
Quality assurance responsibilities	<p>The Secretary will be measured on the success of the following principles:</p> <ul style="list-style-type: none"> - Governance principles - Communication and scheduling of board meetings amongst board members - Knowledge of yoga Australia record keeping and documentation practices - Accurate recording and distribution of board meeting minutes - Sound advice and monitoring of board policies, procedures and governance

Relationships (Internal / External)	<p>Internal:</p> <ul style="list-style-type: none"> - Board members - Yoga Australia Staff <p>External:</p> <ul style="list-style-type: none"> - Yoga Australia Members - National and international partners and associations
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Job Specifications

<p>Competency level required</p> <p>Leadership skills</p> <p>Management skills</p> <p>Supervisory skills</p> <p>Interpersonal skills</p> <p>Personal attributes</p>	<p>Skills:</p> <ul style="list-style-type: none"> - Excellent time management skills. Including the ability to plan and prioritise activities within a given deadline - Impeccable verbal and written communication skills - A sense of responsibility - Handle incoming inquiries from board members in an appropriate and timely fashion
	<p>Knowledge:</p> <ul style="list-style-type: none"> - Provide and contribute to an overview of the operation of the Yoga Australia in terms of concerns, issues and achievements - Undertake Yoga Australia's objectives and support company initiatives by taking on additional responsibilities as required - To guide and assist board members with administrative and management tasks - Generate documentation and provide reference material as required by the Board to support Yoga Australia's initiatives - A strong sense of responsibility, self-motivation, accountability and an exceptional work ethic
	<p>Abilities:</p> <ul style="list-style-type: none"> - Commercial acumen, with the ability to interpret financial reports - Provide and contribute to an overview of the operation of Yoga Australia - An Ability to provide guidance and offer sound solutions - The ability to work independently and as part of a board in a high pressure, high demand environment - Strong member focus, professional and courteous manner ability to generate and follow-up on action plans to ensure members needs are met

Selection Criteria	<ul style="list-style-type: none"> - Academic or working knowledge of Corporate Governance desirable - Experience with setting board agendas and taking minutes for a board or similar - High level administration skills with a typing speed of 70 wpm and the ability to take dictation - Clearly evidenced ability to support and work with teams of people - Demonstrated project management skills, including highly developed analytical, planning and problem-solving skills
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	<ul style="list-style-type: none"> - Comprehensive understanding or the ability to rapidly acquire a comprehensive understanding of the legislation, quality assurance guidelines, policies and procedures - Strong communication and interpersonal skills to support the relationship development with yoga Australia board members, staff, members and stakeholders - Highly proficient in the use of all Microsoft Office software and a demonstrated ability to master unfamiliar software quickly - Passion for implementing and supporting business activities to support a strategic plan - Holistic and intimate understanding of yogic philosophy, traditions and practices - Other requirements: - Able to travel throughout Australia and Overseas to represent Yoga Australia as required
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Declaration:

I understand the stated Job description and Job specification for the role of Secretary on the Yoga Australia Board.

Signature: _____

Date: _____

Witness: _____

Date: _____