



# Position Description - Secretary

---

<b>Position Title of Supervisor</b>	Association President
<b>Name of Supervisor</b>	Refer to ASPA Executive list

## 1. Objective of Position

The Secretary is elected by the members to manage the meetings and to ensure communication of all relevant information to members of the Association, the Council and Executive Committee. The Secretary is a Council and Executive member.

## 2. Organisational Relationships

- (i) **Position Title of Supervisor**  
Association President
- (ii) **Position Titles which also report to Supervisor**  
Senior Vice President  
Association Treasurer  
Vice President Education  
Vice Presidents – Victoria, NSW, Tasmania  
Executive Officer
- (iii) **Position Titles that report to this position**  
None

## 3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of eight (8) elected Committee Members. Elected Committee Members are elected for a period of one (1) year at the Annual General Meeting of the Association. All elected positions are eligible for re-election.



#### **4. Key Accountabilities**

- a. Arrange meetings of the Association or the Council or Executive from time to time as required by the Constitution or as requested by the President or the members;
- b. Ensure that notice of all General Meetings is distributed to those persons and at those times required by the rules of the Association;
- c. Ensure that appropriate minutes of all meetings are taken, distributed to members and stored in an appropriate manner for future reference;
- d. Oversee the maintenance of the database of member patrols and their executive members for the distribution of notices;
- e. Oversee the maintenance of the database of ski patrollers from all member patrols for distribution of newsletters and other information;
- f. Ensure compliance with the Records Management Policy and Procedures and be responsible for the implementation and audit of standard 4 in the Standards for RTOs document;
- g. Collate all Internal Audit documents for review by the President prior to the AGM each year.