

Secretary

For qualifications and selection criteria, refer to the Chapter's Bylaws posted on the [Chapter website](#).

Role Description

The Chapter's business and operations are controlled by the Chapter's Board of Directors, and executed through the Leadership Team.

As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter.
- Adhere to the Project Management Institute (PMI) Charter and PMI Code of Ethics
- Input into and execute the Chapter's strategy and policymaking to achieve and maintain high quality services in harmony with the values of PMI and the Chapter
- Actively contribute to and assist the Board, working through the Leadership Team, to advance the Chapter's mission, vision and execute its strategy
- Ensure that the Chapter's financial affairs are conducted on a responsible basis, in accordance with established policies
- Undertake any specific responsibilities or tasks requested by the Board as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Leadership Team members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed to an assigned portfolio within the Leadership Team
- Participate in Board committees and taskgroups as needed.

Expectations of Secretary

The Secretary is an elected volunteer responsible for oversight of the Chapters Correspondence, Record Keeping, and Regulatory compliance of the Board and Executive.

The Secretary controls the orderly functioning of Board Meetings, Chapter Annual General Meetings, and Annual Reporting related activities of the other Board members in accordance with the Chapter's Rules and Bylaws.

- Participant in the Board's annual strategic planning activity
- Co-ordinates the correspondence of the Association.
- Has custody of the register of members and all books, documents, records and registers of the Chapter (other than those to be kept and maintained by, or in the custody of, the Treasurer)
- Receives all Chapter correspondence and brings urgent matters to the attention of the President or Treasurer if necessary.
- Coordinates and distributes Board meeting agendas, correspondence or reports to be presented at meetings
- Provides appropriate notice to members for general meetings
- Distributes the agenda and audited financial records to all Chapter members before the Annual General Meeting,

- Keeps full and correct minutes of the proceedings of the AGM and distributes the minutes of meetings to members after the meeting
- Approves financial transactions through the Chapter's accounting and banking systems (as and when required, with shared responsibility for these approvals with the Chapter Treasurer, President, Vice President)
- Ensures the Chapter's rules are upheld and enforced, and that the Chapter complies with its Charter agreement with PMI
- Reviews and seeks updates to the Chapters rules
- Maintains a watching brief on developments and best practices relating to policy and governance in the not-for-profit sector; possible sources would include the Australian Charities & Not-for-profit Commission (ACNC), the Australian Institute of Company Directors (AICD) and the Governance Institute of Australia
- Develops the Board's policy strategy and maintains the Board's policies
- Ensure Chapter policies are consistent and compliant with applicable laws and regulations
- Assist in resolving chapter conflicts
- Raises awareness of and provides training on the Chapter's code of conduct/regulations/processes
- Is aware of PMI's ethics review process
- Liaise with secretaries of other PMI chapters in Australia and New Zealand
- Liaise with regulators including the Queensland Office of Fair Trading
- Develops and implement succession and transition plan
- Maintains and delivers all permanent records to the position successor as required.
- Exercise your powers and duties with reasonable care and diligence
- At all times, act for the benefit of the Chapter
- Avoid conflicts between your duties to the Chapter and your personal interests or duties to others
- Observe standards of good corporate governance
- Promote PMI principles

Estimated time commitment

Estimated volunteer hours: 15-20 hours per month