

Role: Honorary Secretary

National Council of Women of Victoria - Background

The National Council of Women of Victoria (NCWV) is a not-for-profit, umbrella organisation with broadly humanitarian objectives, with a membership of twenty-eight Organisations, and over forty Individual Members, from across Greater Melbourne, regional and rural Victoria.

NCWV brings together in a unique manner many of the more significant member-based organisations for women and Civil Society Organisations (CSOs), and has links to the UN through the International Council of Women (ICW-CIF) which has Consultative Status with the UN Economic and Social Council.

ICW-CIF, the oldest truly international women's organisation, was founded in the United States in 1888. In Victoria, the National Council of Women was founded in 1902, just after the establishment of the Commonwealth of Australia.

Our **Purposes** are to

- provide a non-party political, non-sectarian, not for profit, umbrella organisation with broadly humanitarian and educational objectives, empowering women and girls and raising awareness of gender equality;
- act as a voice on issues and concerns of women and girls at a State level;
- develop policies and responses on behalf of women and girls on a State-wide basis;
- maintain and strengthen the Association's relationship with all members; and
- link with the women of Australia and the International Council of Women through the National Council of Women of Australia and contribute to the implementation of their plans of action and policies.

The common aim is to work for the well-being of women and their families: the right to physical safety, to education at all levels, and to equal pay for equal work. It is agreed that violence in the home and public places is a crime, as is discrimination on the basis of gender, race or marital status.

The Council partners with professionals, policy makers and the community, to become more informed on issues of the day and to advocate action where appropriate, including making submissions to Government, to Parliamentary Committees and to other entities.

The President's reflection at the beginning of the 2019-20 Annual Report was a quote from Julia Gillard, inspiring further work...

"The received history is 'oh we've been fighting about that for forever, nothing gets done, it's all too hard, it's all too complicated'. I would like us to unpack to the next level and say, no --

Patron in Chief: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria

it can get done, it was done. And if we did it once we can do it again in the future ... I do want to push back against received helplessness that it's all too hard."

To complement the existing skill set within the Committee and planned retirement of the existing Treasurer at the 2020 AGM, we are looking for a Treasurer with skills in finance/ accounting/ economics to join our Committee as an appointed member.

Honorary Secretary

To complement the existing skill set within the Committee and planned retirement of the existing Secretary at the 2024 AGM, we are looking for a Secretary with skills in organising meetings, minute taking, recording, report writing and email management to join our Committee

The key responsibilities of the Secretary are:

- preparation and presentation of timely, accurate annual/monthly Agenda and Minutes, Correspondence and the Annual Report, in accordance with our Constitution and the law;
- lodgement of annual and financial reports with the regulator;
- administrative support for NCWV activities;
- attendance in person or by teleconference at
 - the Annual General Meeting (AGM) and
 - monthly meetings from February to December inclusive of the
 - Council on the first Thursday of the month 12.15 pm to 2.30 pm (and in 5:15 pm in March, July and November)
 - Committee on the 3rd Thursday of the month from 10am until 12 noon; and
- be informed of the work of NCWV and publicly support and proactively promote it. All meetings are recorded for ease of minute writing.

All members are welcome to the monthly Council Meeting (in person or by teleconference) on the 1st Thursday of the month which usually involves an informative presentation on a topic of current interest.

This is an honorary role.

As the Secretary is required to be a current member of NCWV, an existing NCWV member will sponsor the membership application of the preferred candidate, if you are not yet a member.

Time commitment - estimated regularly 12 hours per month in preparation for and participation in Committee and Council Meetings and the AGM.

Selection Criteria

NCWV is keen to hear from applicants

- *who demonstrate commitment to our Purpose*

- *with relevant administrative qualifications and experience or are undertaking relevant studies*
- *seeking an opportunity to experience first-hand how a board operates.*

Prior experience as Secretary of a club, association, or NFP is desirable.

Prior experience within the community/ NFP/ NGO sector is desirable.

A female applicant is preferred.

We are an organisation that welcomes members of all ethnic, religious and socio-economic groups.