

BLIND SPORTS AND RECREATION VICTORIA POSITION DESCRIPTION - SECRETARY

Position:	Organisation Secretary
Reports to:	Chairperson
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Term:	2 years

Background - Blind Sports and Recreation Victoria

Blind Sports and Recreation Victoria (BSRV) was established in 1977 to promote health and wellbeing for people who are blind or vision impaired. BSRV is recognised by Sport and Recreation Victoria as a State Disability Sporting Organisation.

The objectives of the organisation are:

- To promote health, wellbeing and community involvement for people who are blind or vision impaired through participation in sport and recreational activities.
- To develop competitive and recreational sporting opportunities for people who are blind or vision impaired.
- To increase sport and recreational participation for people of all ages who are blind or vision impaired.

Purpose

The role of the Secretary involves responsibility for the statutory obligations of the organisation and to ensure the Executive follows good governance practices. The Secretary works closely with the President, General Manager and Treasurer and is responsible for oversight of daily statutory, human resource and financial operations. This is a role with flexible hours that can be conducted remotely or onsite.

Key Criteria and Responsibilities

- Attendance at Board meetings and at BSRV events as required
- Organisation and attendance at the Annual General Meeting
- Knowledge and skills in board governance, financial management, legal compliance and general knowledge of disability sport & programs.
- High level of commitment to the values and objectives of BSRV
- Willingness to invest in professional development to enhance governance skills

- To become informed of BSRV programs and provide support internally and externally
- Provide input into the preparation and deliberations of the Board
- Inform Line Manager of any identified or potential conflict of interest

Operational role

Blind Sports and Recreation Victoria is primarily funded through grants from a range of stakeholders as well as charitable donations. Daily management of grants and operations can be complex and the role requires a team approach with the President, General Manager and Treasurer to ensure all statutory, human resource and financial requirements of the organisation meet compliance

The Secretary will be required to have regular liaison with paid and volunteer staff, as well as being a key strategic advisor for the BSRV Board.

The Secretary position is a volunteer role; however, the successful candidate will have the capacity to be hands-on and will be involved with operations to ensure financial oversight, statutory needs and human resource requirements of the organisation are all met.

The Secretary will be encouraged to attend Executive meetings 4 – 6 meetings each year. Executive meeting attendance is preferred in-person, by teleconference or virtually.

BSRV will provide opportunities to engage with and understand the needs of those living with blindness or vision impairment and its impact on their lives.

The secretary role at BSRV will be an active conduit for communication between the board, management, and members. The Secretary will have functions involving giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.

The secretary will need to be knowledgeable of BSRV records and related materials, and should be able to provide advice and resources to the board on relevant topics and any governance matters being addressed at a meeting or any new legislative matters. The Secretary should aim to be helpful to the board as they discharge their fiduciary duties.

The Secretary position has wide-ranging responsibilities, requiring much more than simply being present on site or at board meetings. The duties at BSRV may require input to the voting structure with additional notice procedures and voting.

Why join BSRV?

BSRV is a small but thriving non-profit organization with no religious affiliations - our programs are for all members of the Victorian community - regardless of religion, age, gender, cultural background or economic circumstances.

Offering a range of diverse and extensive programs, funded by supporters and partners, we seek to promote fitness, well-being, social connection and community involvement.

BSRV has been the recipient of many awards, especially during the last 5 years, following a strong period of growth and program expansion. A list of these is available on our website (blindsports.org.au).

Our current Patron is ABC TV personality, Charlie Pickering. Mr Pickering has served as Co-Patron, alongside former Governor of Victoria and Olympic athlete, the late John Landy, AC CVO MBE for a period of five years.

Our voluntary Board of Management comprise a small team who offer a diverse range of skills and significant experience, led by President, Maurice Gleeson OAM.

BSRV is a charity registered by the Australian Charities and Not-for-profits Commission. We thrive on a culture of inclusion. Members, participants, volunteers and staff are all valued and welcomed.