



The Buddhist Society of Western Australia (Inc.)

www.bswa.org

Dhammaloka Buddhist Centre
18 Nanson Way, Nollamara WA 6061
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admin@bswa.org

Committee Role Description: Honorary Secretary

Date written: 9/10/2020

Prepared by: Kseniya Abusaif (Vice President)

Date approved: 1/11/2020

Approved by: Stephen Connell (Operations Manager), Full Committee

Review Date: 01/12/2021

Bodhinyana Buddhist Monastery

216 Kingsbury Drive
Serpentine WA 6125
+61 (0)8 9525 2420

Dhammasara Nuns Monastery

203 Reen Road
Gidgegannup WA 6083
+61 (0)8 9574 6583

Jhana Grove Meditation Retreat Centre

283 Kingsbury Drive, Serpentine WA 6125
+61 (0)8 9525 3314
jhanagrove@bswa.org

Role purpose

To provide support to the President in ensuring the smooth running of the Society and provide the effective maintenance and management of official records of the Association.

Position:	Honorary Secretary
Reports to:	President
Direct Reports:	N/A
Type of Resource:	Volunteer
Work Week:	As Needed

Duties and responsibilities

- Designated as one of the office bearers and is part of the Executive Committee
- Ensure that the records of the Association are maintained as directed by law and made available when required by authorised persons
- Handle official communication and correspondence of the Committee
- Ensure that Committee Meetings are effectively organized and minuted
- Send reminder for next meeting with request for agenda items. Request reports from President, Treasurer, Membership, Bodhinyana Monastery, Dhammasara Nuns Monastery, Armadale Meditation Centre, Jhana Grove, and Subcommittees
- Circulate agenda, previous minutes and reports before committee meetings and General Meetings
- Take and finalise minutes during the committee meetings and General Meetings
- Post a copy of the signed minutes in the server
- Organise General Meetings for the Society per the Constitution
- Propose a date for the General Meetings, suitable to the Sangha and Treasury, for approval by Committee
- Prepare and distribute a Call for Nominations within the constitution's guidelines and timeframe
- Prepare Nomination Forms and Proxy Forms for Committee positions within the constitution's requirements and deadlines prior to General Meetings
- Act as Returning Officer & Election Officer at General Meetings
- Report any changes to the Constitution to relevant authorities following amendments passed at General Meetings or Special Meetings
- Fulfil duties of Responsible Person under ACNC governance standards
- Work with the Sangha, Treasurer, and Operations Manager to keep the insurances of Organisation, Property, Vehicle, etc current and valid
- Manage any team members who report to the Hon. Secretary
- May delegate duties to paid or volunteer staff (except for Responsible Person duties under ACNC governance standards)
- In partnership with other Responsible Persons of the Society, help to ensure that the Buddhist Society of Western Australia meets all applicable Federal, State, and Local laws

Skills and Qualifications

- Two years full member of the Society
- Known to be of good character by senior Society members
- Not listed on the Banned and Disqualified Persons ASIC Register
- A previous leadership role and leadership skills are preferable