



## **NELA National Membership Officer and Subcommittee Secretary Volunteer | Position Description**

### **About the role**

- Membership management and analysis.
- General support to National Convenor of NELA Membership, Partnerships and Volunteers Portfolio Subcommittee (**Subcommittee**) as Subcommittee Secretary.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focused on advancing environmental law.

### **The Role**

The successful candidate(s) for this role will assist the NELA National Treasurer and National Secretary in managing the membership matters of NELA.

### **Specific responsibilities include:**

- Work closely with the NELA National Treasurer and National Secretary to manage the membership matters of NELA National Executive Committee.
- Act as a liaison point for membership matters between the Subcommittee, NELA National Treasurer, National Secretary and the National Executive Committee.
- General support to National Convenor of Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration.

### **Skills Required**

This role will suit candidates who possess the following transferable skills:

- Microsoft Office skills, in particular Microsoft Excel.
- Competent in data analysis.
- Ability to work collaboratively.
- Effective engagement of a range of stakeholders.
- Well-developed verbal and written communication skills.
- A commitment to quality service standards and delivery.
- Uphold member privacy and confidentiality.

### **Time commitment and application**

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 3 hours of your time per week.

### **Term of appointment**

12 months, subject to a 3-month trial period.

### **How to apply**

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to [president@nela.org.au](mailto:president@nela.org.au) by **midnight AWST Thursday 30 June 2022**.

### **About NELA**

NELA is a peak body for advancing Australian environmental law. NELA brings together professionals in environment and resources law and related disciplines. We are a national, not-for-profit, volunteer-run organisation.

We endeavour to promote the understanding of the role of environmental law in regulating and managing the conservation and usage of the environment.

We have members and event attendees from all walks of life, including students, State and Federal public servants, lawyers, engineers, local government officers, academics, librarians, town planners, environmental consultants, architects, and people from many other disciplines.

To achieve its purpose, NELA:

1. Provides a forum for and otherwise assists the discussion, consideration and advancement of environmental law across the legal profession and wider community.
2. Makes recommendations and submissions on matters of environmental law in Australia.
3. Convenes and holds seminars, lectures and conferences.