



NELA National Secretariat Officer and Subcommittee Secretary Volunteer | Position Description

About the role

- Would suit students with compliance or governance experience.
- Monitor and control databases, procedures and meetings.
- General support to National Convenor of NELA Secretariat and Governance 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 role assists the NELA National Secretary and the Subcommittee with coordinating the effective functioning of NELA's governance arrangements through the delivery of secretariat services. The role will involve supporting the planning and conduct of National level meetings, projects, communications, and coordinating reporting requirements and meeting processes. You will also help manage and develop record management systems.

Specific responsibilities include:

- Contributing to the planning and conduct of the National Executive Committee meetings.
- Assistance with drafting and managing NELA's governance documentation and policies.
- Assistance with co-ordinating agendas and minute preparation.
- Assistance with coordinating administrative processes for NELA's National and Branch bodies.
- Assistance with developing and implementing correspondence and records management systems.
- General support to Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration.

Skills Required

This role will suit candidates from a wide range of backgrounds with experience in any secretary and/or governance function who possess the following transferable skills:

- Experience managing student associations or committees including preparing agendas, minutes and records.
- Ability to work autonomously and with initiative.
- Effective engagement of a range stakeholders.
- A commitment to quality service standards and delivery.
- Well-developed verbal and written communication skills.
- Ability to work collaboratively.
- Tech savvy and skilled in Microsoft Office suite and Google suite.

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 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.