



Purpose of the Position

The Brigade Secretary forms part of a Brigade's Executive team. This position is responsible for ensuring meetings are effectively organised and minuted, maintaining brigade records, managing incoming and outgoing correspondence and bringing matters such as new NSW RFS Service Standards, initiatives or programs etc. to the attention of the Brigade Executive and membership.

Key Selection Criteria:

- Must be at least 18 years of age
- Must have undergone a Criminal History Check
- Must be a member of the NSW Rural Fire Service
- Must have sufficient knowledge of the NSW RFS, the brigade structure and relevant service standards in order to correctly address or direct enquiries
- Must be willing to support and uphold the NSW RFS values of;
 - Support, Friendship, Camaraderie;
 - Community and Environment;
 - One Team, Many Players, One Purpose;
 - Adaptability and Resourcefulness; Knowledge and Learning;
 - Mutual Respect; Integrity and Trust.

Key Attributes:

- Be a good communicator
- Have a good working knowledge of the Brigade Constitution
- Well organised and the ability to prioritise
- Capacity to use computer programs
- Ability to work within a team environment
- Maintain confidentiality on relevant matters



Duties:

- Working with the Brigade Executive team on the management of;
 - Day to day administration and operations
 - Regulatory Compliance
 - Administrative Controls (and their development)
 - Bank Account Signatories
 - Communications Decisions Workflow
 - Executive Structure & Functions
 - Change Management Processes
- Organising and scheduling brigade meetings, including preparing meeting agendas, venues and issuing notifications
- Taking minutes of Executive meetings and maintaining a copy for records
- Regularly reviewing MyRFS to ensure the Brigade is aware of any changes to service standards, new initiatives or resources
- Management and coordination of the distribution of official correspondence
- Calling for and receiving nominations for operational, executive and other positions at the Brigade Annual General Meeting
- Maintaining the Brigade Contacts Database/Register in consultation with the Brigade Executive
- Maintaining records of the Brigade Constitution and other important brigade documents
- Manage the collation of Internal Reports