

# COTA VOLUNTEER ROLE DESCRIPTION

**TITLE OF POSITION:** Seniors Independent & CaLD  
Round Table Secretary



**CLASSIFICATION:** Volunteer

**DURATION:** February 2017- December 2017

**LOCATION:** COTA office and specific offsite locations

## **ROLE OBJECTIVE**

The Seniors Independent Round & CaLD Table Secretary will report to the CEO (COTA NT) as the Seniors Round Table Chair and will be responsible for the overall administrative tasks.

**Responsibilities and Duties:** (Other duties may be assigned as appropriate.)  
He/she will be expected to in conjunction with other activities:

- Prepare the meeting agendas
- Send out invitations and meeting papers to members
- Attend meetings
- Prepare meeting minutes and distribution to members
- Follow up on outstanding items for next meeting
- Keep members list of names and emails updated and uploaded to iBlong

## **Time Commitment**

- Hours and days are flexible but generally Monday through Friday, between 8.30am – 2pm
- Must be available for special events and training

## **Organisational Relationship:**

The position is responsible to the CEO (COTA NT) as the Seniors Round Table Chair.

## **Education and Experience**

- Have job-related experience
- Experience working in a non for profit organisation

## **Skills**

- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage;
- Minute taking;

- Organisation and planning skills;
- Understanding and experience of corporate and non-profit governance;
- Capacity to exercise leadership without formal authority and ability to lead by influence in situations where imposition is unacceptable;
- Outstanding analytical skills as well as demonstrable clarity in writing;
- Experience in the design and implementation of change and change management programs would be advantageous.

### **Capabilities**

- Demonstrated capability to conduct one's self in a calm and professional demeanour when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions.

### **Personal Qualities**

- Patience and empathy
- Enjoy working with groups and individuals
- Understanding of cultural differences

### **Policies and Procedures**

COTA policies apply to volunteers as they do to staff. Some examples of these policies include:

- Volunteer Policy
- Police Check Policy
- Grievance Policy
- First Aid Policy
- Work Health and Safety Policy