

## Position Description – Secretariat Support

<b>Position Title</b>	XX COI Secretariat Support	
<b>Organisation</b>	Australian College of Nursing	
<b>Hours and days required per week</b>	3 hours per week (average)	
<b>ACN contact</b>	Engagement Coordinator	
<b>Role overview and purpose</b>	To take a leadership role in supporting the COI administratively and ensuring the smooth functioning of Leadership Group meetings.	
	<b>Key responsibilities</b>	<b>Expectations</b>
	Ensure meetings are effectively organised and minuted	Provide secretarial and administrative support to the Chair and Vice Chair
	Liaise with Chair to plan meetings	
	Receive agenda items from Leadership Group members	
	Work with Communication Coordinator to circulate agendas, minutes and reports	Agenda to be available 5 days prior to a meeting. Minutes to be drafted and circulated within one week of a meeting.
	Check that agreed actions from minutes are carried out	
	Forward minutes and reports to ACN Engagement Coordinator	
	Support the Communication Coordinator in providing members of the COI with relevant information	
	Support the Communication Coordinator in coordinating and disseminating all internal and external communication within the COI	
	Work with the ACN engagement team and Communication Coordinator to ensure the most updated list of COI members is used for communications	
	Write letters from COI to individuals as required	
	Report administratively to ACN in the absence of other Leadership Group members	
	Respond to correspondence from ACN and COI members. Respond to emails as soon as possible.	
	Support ACN in promoting its events	
	Represent ACN when required	
<b>Skills, experience and attributes</b>	<ul style="list-style-type: none"> <li>• Commitment and flexibility to work voluntarily to support ACN</li> <li>• Self-motivated</li> <li>• Knowledge of contemporary issues in nursing and health care</li> <li>• Understanding of the role and functions of COIs</li> <li>• High level written skills</li> <li>• Ability to accurately record information</li> <li>• Interpersonal and team work skills</li> </ul>	
<b>Benefits for the Secretariat Support</b>	<ul style="list-style-type: none"> <li>• Opportunity to lead an inspired group of professionals who are associated with an internationally acknowledged organisation</li> <li>• Invitations to exclusive ACN events</li> <li>• Each Group member is entitled to a 20% discount on ACN's National Nursing Forum (NNF) registration fee annually when the KPIs are met</li> <li>• Group members are provided with an ACN email account for COI-related use</li> <li>• Representation and leadership opportunities with or on behalf of the CEO</li> <li>• Professional profiling in ACN publications and on ACN website</li> </ul>	