

JOB AND PERSON SPECIFICATION



Position:	Board Minute Taker
Location:	SA Athletics Stadium, Adelaide, South Australia
Remuneration:	\$25 per hour
Type of Appointment:	Up to 5 hours per meeting; casual

BACKGROUND

Athletics South Australia (ASA) is responsible for the management, promotion, and growth of athletics throughout the state. ASA is a not for profit, community focused organisation offering competition structures and programs that cater for athletes from recreational participants, right through to the elite. Its competition offerings cover regular track and field meets in the summer and road running, cross country running, and race walking during the winter.

ASA is the peak body for athletics in South Australia. The organisation is a state member association of Athletics Australia and works closely with other state member associations around Australia.




JOB SPECIFICATION

The main role of Board Minute Taker is to ensure the minutes of Board Meetings, Annual General Meeting and any strategic planning meetings are recorded in an accurate and timely manner.




Reporting/Working Relationships

The Board Minute taker is accountable to the Chair and Chief Executive Officer.


Key Responsibilities

-  Attend all board meetings (6 weekly), when required. These meetings are held after hours, usually on a weeknight.
-  Record all key decisions and discussion items of meetings of the board.
-  Ensure minutes of each meeting are provided to the CEO within 3 working days of that meeting occurring.

Special Conditions

-  Maintain confidentiality of all items discussed in board meetings.
-  Athletics SA is a smoke free and drug free workplace.
-  Athletics SA is committed to inclusion and diversity.

Term of Office

-  The term of office for the Minute Taker of the board is a period of one year, and the potential for renewal is available.

JOB AND PERSON SPECIFICATION



Performance Evaluation



The Board evaluates the performance of the Minute Taker twice yearly. Performance is measured on the achievement of tasks stipulated in this role description.

PERSON SPECIFICATION

Essential Minimum Requirements

Personal Abilities/Aptitude/Skills



Minute taking and writing skills.



Ability to listen, distil and identify key discussion points and decisions into meeting minutes.



Understanding of and commitment to the Board vision and purpose.



Ability to commit up to 5 hours per meeting/post meeting to the performance of the role.



Proven interpersonal skills and the ability to work cooperatively with diverse groups of people.



Demonstrated ability to develop and implement office procedures for greater efficiency.



Demonstrated organisational skills and an ability to effectively manage competing responsibilities, meet deadlines, show initiative and work independently.

Experience (including community experience)



Experience in the use of personal computers and Microsoft Office applications.



Use of the online program, Our Cat Herder (not compulsory)

Knowledge



Basic understanding of the workings of not-for-profit and/or state level sporting organisations.

HOW TO APPLY:

Please forward a one-page cover letter and resume to Shane Fuller, Athletics SA CEO at ceo@athleticssa.com.au

Last Updated: 7 July 2023