Green Institute Secretary
Position Description

The Green Institute acknowledges First Nations peoples as the Traditional Custodians of the unceded lands on which we live, learn and work.
We value their ongoing connections to Country and we pay our respects to Elders past, present and to those emerging. The Green Institute honours the leadership of First Nations communities and we commit to building relationships that support self-determination and the healing of Country.

The Green Institute's (GI) purpose is to seed, feed and lead transformative Greens politics.

It is a think tank with a mix of pro bono board members, paid staff and other key volunteers.

The Secretary has a strategic support role to play in representing the vision and purpose of the organisation and in maintaining strong and trusting relationships with the Board and Staff. The Secretary will work closely and collaboratively with the Chair, Treasurer and Executive Director in leading the direction of TGI.

The Secretary is expected to exemplify The Green Institute's Code of Conduct (available on request), and works with the Chair to ensure that the Board functions effectively.

In accordance with GI's Constitution, the Secretary is appointed by the Board. This is a voluntary appointment.

the green institute

The Secretary holds a position on the board and is expected to undertake the responsibilities of an ordinary board member, in addition to the following.

The duties of the Secretary are to:

- In conjunction with the Chair, notify all members of all Board meetings within reasonable timeframes (minimum of 2 weeks notice - reminder to be sent)

- Prepare the agenda for meetings, and record the attendance of all persons present.

- Ensure that minutes are kept of all meetings of the Board and that record keeping is maintained.

- Maintain and update a draft agenda for the next Board meeting and ensure that all Board Directors are kept informed of this agenda.

- Keep track of and manage confidentially, during the term of office, all electronic documents, records and registers of The Green Institute, except those which are the responsibility of the Treasurer. The custody of all records is to be transferred in full to the incoming Secretary when a change of office occurs.

- Liaise with Board Directors regarding proposals and matters for discussion at Board meetings.

- Liaise with relevant Staff members to achieve agreed outcomes.

- Perform such other duties as the Board may from time to time determine.