



<b>Position Title</b>	Secretary - Young Alumni Network Executive Committee
<b>Reports to</b>	Chair, ECU Young Alumni Network
<b>Department</b>	Edith Cowan University Alumni Relations
<b>Location</b>	Perth, Western Australia
<b>Remuneration</b>	Voluntary
<b>Time Commitment</b>	4 hours per month

## Secretary - Young Alumni Network Executive Committee

### Role

The Secretary's main responsibilities include documenting the minutes at Young Alumni Network Executive Committee meetings and setting the agendas for upcoming meetings. To meet their responsibilities, the Secretary must ensure the minutes are disseminated to committee members within one week of each meeting, and the agendas are disseminated no less than 4 days prior to each meeting. The Secretary must also follow up on the action items from each meeting to make sure they are addressed within the proposed deadlines. The Secretary may also be asked to maintain a record of all YAN documents and communications.

As a member of the Young Alumni Network Executive Committee the Secretary must contribute to the planning and delivery of YAN events, promote YAN to the ECU community, and be involved in setting the strategic direction of the network.

### Skills

- Strong written communication skills
- Sound interpersonal skills
- Organised
- Reliable

### What You Will Gain

- Exposure to the Alumni network and ECU's broad alumni support environment;
- Work in partnership with University bodies, successful alumni and distinguished individuals;
- Contribute to the voice of the various alumni groups within ECU, including the Young Alumni Network's new joiners from each year's 2 graduating cohorts;
- Develop professional skills and gain valuable board experience to be applied throughout your career;
- Opportunity to work with like-minded young professionals and meet inspiring individuals to build and enhance your networks;
- Evolve your capacity to work within a dynamic team on the ground and within a young and growing university network collaborating across diverse areas.

### Term

Min 1 yr. role (with option to renew)

### Meetings and events

Committee meetings are generally held every two months, at a location to be decided by the committee. Typically, the YAN holds four events/activities per year and an Annual General Meeting.