

The following details the tasks that you will be performing as an authorised volunteer with [Insert Organisation].

Role: Parish Council Secretary

Volunteer Role Category: Select a category

Objectives: Responsible for the administration support of the Parish and provides general support for a variety of day to day tasks as well as annual events held by the Parish.

Location: [Insert Primary Location]

Days Required: [Insert Days Required]

Hours per day: [insert hours per day]

Supervisor: [insert name and position title]

Please contact your supervisor in the first instance if you wish to discuss any volunteer related matters or issues that may arise.

Duties and Responsibilities:

Insert relevant duties and responsibilities here, you should list the duties and the areas of responsibility that they will be required to perform as part of this role

- Manage and maintain the Parish Electoral Roll in conjunction with the Churchwarden
- Assist in the arrangements for the AGM by preparing business papers, agenda, attendance, and venue
- Assist in collating and compiling the Annual Parish Returns to the Diocese
- Prepare for Parish Council Meetings and Parish Resources Team Meetings by arranging agenda, minutes, correspondence, financial reports, and any other relevant information including venue preparation and meeting notices
- Receive, respond, and record all incoming and outgoing endorsed correspondence
- Provide additional authorised signatories for every account held by the Parish Council or Parish Organisation
- Assist with the commissioning of an incoming rector/priest in charge/locum priest
- Record leave taken by clergy
- Act as a point of contact between the Parish and the Diocesan Office
- Other duties as required by the incumbent, that are within the capabilities of the volunteers skills and experience
- Ability to work in a team and under the direction of the rector/priest in charge/locum priest
- Adhere to the Parish Safety Policy and the Dioceses' commitment to the NSW child safe standards

Individual Qualities and Expectations:

- Strong organisational and administration skills
- Methodical, orderly and detail oriented
- Prompt and reliable
- Possesses leadership qualities and is objective
- Clear communicator
- Respectful to others
- Fair, kind, honest and discreet
- Acts with integrity
- Supportive of others