

## United Nations Association of Australia (Western Australia) Volunteer Position Description

### Young Professionals Committee – Secretary

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals to further the United Nations Sustainable Development Goals (SDGs).

Area	Detail
<b>Description</b>	The Secretary is responsible for supporting the Chair in the administration of the Young Professionals Committee and supporting the UNAAWA in its work.
<b>Accountability</b>	Reports to Chair of Young Professionals Committee.
<b>Recruitment</b>	CV and Expression of Interest letter.
<b>Key Responsibilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• Coordinate and attend monthly Young Professionals Committee meetings, including but not limited to: <ul style="list-style-type: none"> <li>○ Consultation with the Chair regarding business to be conducted at each meeting.</li> <li>○ Preparation and distribution of meeting agendas.</li> <li>○ Coordination of meeting presentations and excursions.</li> <li>○ Monitoring member attendance.</li> <li>○ Recording and distribution of meeting minutes.</li> </ul> </li> <li>• Support the Chair to develop reports and other Committee documentation as needed.</li> <li>• Provide administrative support to the UN Day Action Awards.</li> <li>• Provide general administrative support to the Chair and Vice Chair as needed.</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Administration and planning experience.</li> <li>• Knowledge and/or experience working towards the SDGs.</li> <li>• Interested in the work of the UN.</li> <li>• Excellent communication skills.</li> <li>• Able to work collaboratively.</li> <li>• The personal attributes of openness, honesty and integrity.</li> <li>• Member of the UNAAWA*</li> </ul>
<b>Skills Developed Throughout the Role</b>	<ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Project management skills.</li> <li>• Volunteer experience.</li> <li>• Leadership and team skills.</li> </ul>

\*Applicant may become a member after being successfully appointed the position.