

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

### Gender Equality Committee – Secretary

- Seeking expressions of interest
- This is an unpaid, volunteer position
- Working with like-minded professionals with a passion for the environment and sustainability, aligned with the furthering of the United Nations Sustainable Development Goals (SDGs)

Area	Detail
<b>Description</b>	<p>The Secretary is responsible for supporting the Gender Equality Committee in governance, planning and organisation.</p> <p>This role requires active engagement and regular contact with the Convenor, as well as initiative to deliver on outcomes.</p> <p>A strong sense of self-leadership and commitment will be required to effectively manage the varied tasks of the Secretary.</p>
<b>Accountability</b>	Reports to the Gender Equality Committee Convenor
<b>Recruitment</b>	Expression of Interest and CV, Individual and Panel Interview
<b>Key Responsibilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• In partnership with the Convenor, establish committee team and individual meeting rhythms and maintain meeting calendar and invitations</li> <li>• Develop meeting agendas, gathering inputs ahead of time and distributing one week prior to meetings</li> <li>• Take meeting minutes and distribute to the committee and shared folders</li> <li>• Become familiar with the UNAA WA governance system and drive good practice by supporting ongoing education within the committee</li> <li>• Attend external engagement meetings with the Convenor as required</li> <li>• Support the UN Day award administrative process</li> <li>• Support the Convenor with the preparation of the annual report</li> <li>• Represent UNAA WA at external events as required</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Passion for the SDGs</li> <li>• Interest in the work of the United Nations</li> <li>• Expert rapport building and networking skills</li> <li>• Strong organisational skills</li> <li>• Ability to work collaboratively and demonstrate initiative</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Committed to shared growth, demonstrates helpfulness and warmth</li> </ul>
<b>Skills Developed Throughout the Role</b>	<ul style="list-style-type: none"> <li>• Governance exposure</li> <li>• Volunteer experience</li> </ul>