

POSITION DESCRIPTION



Role Title

Mudbash Secretary

ROLE REPORTING INFORMATION

Positions Reporting to this role

Not Applicable

This Role Reports to

Mudbash Vice Chairman

Executive Reporting

Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Secretary shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Produce the agenda for monthly committee meetings.
- Attend monthly committee meetings and take the minutes.
- Produce the agenda for Mudbash Executive meetings.
- Attend Mudbash Executive meetings and take the minutes.
- Assist all members in carrying out the administrative functions of the Mudbash Committee.
- Working with the Chairman & Vice Chairman, draft a roster delegating the following tasks over the weekend;
 - Duty Chairman
 - Headquarters
 - Front Gate

At Mudbash

- Establish a functioning Mudbash Headquarters (HQ) for the event.
- Carry out administrative functions as required.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Working with the Chairman, clean up Mudbash HQ, ensuring all equipment is returned and unused materials are stored for future use.
- Produce the agenda for the Mudbash Forum and Mudbash Annual General Meeting (AGM).
- Attend the Mudbash Forum and Mudbash AGM and take the minutes.
- Produce an Annual Report by the Mudbash AGM detailing the work done which is relevant to their duties.

DESIRED SKILLS

- Computer Literate & confident use of Word, Excel and similar programs
- Organisation
- Time Management
- Excellent written and verbal communication
- Discretion
- Accuracy and attention to detail

POSITION DESCRIPTION



- Proactive
- Ability to stay calm and tactful under pressure

Feedback

Role Title	Mudbash Secretary
Comments	