



FencingWA

Board Director - Secretary

FencingWA (FWA) is the governing body for the Olympic sport of Fencing in WA. We are a non-for-profit organization with a volunteer board.

We are currently looking to recruit a Board Secretary. This is an essential position on the Board, especially as the FWA Board is now looking to move away from being operational to being more strategic.

Desirable Skills

- Has effective communication skills.
- Is well organized and can delegate tasks.
- Ability to work collaboratively with all constituent groups such as board members, volunteers, donors/supporters, clubs and members.
- Can maintain confidentiality on relevant matters.

Responsibilities

- Maintain Board Calendar.
- Notify Board members of meetings in accordance with the constitution.
- Prepare meeting Agenda.
- Collate and circulate reports for meeting to board members.
- Prepare meeting Minutes and circulate.
- Board Communications. (not FWA community communications)
- Keep records of electronic communications and meetings
- Answer and or redirect mail, correspondence and enquiries to the board or relevant subcommittee as appropriate.

Constitutionally the Board has to meet at least 6 times each year and we aim to try and meet Monthly. Board members are allowed to attend by telephone or other means of instantaneous communication such as skype on occasions when they are available but unable to be present in person.

Please send a one-page summary of your skills and relevant experience to the FencingWA president at fencingwapresident@gmail.com