**OMAA Role Vacancy - Secretary**

Our current OMAA Secretary, Katie Farrell is moving on to a new opportunity and has advised the need to step down from her role in April 2021. We sincerely thank Katie and wish her all the best for the future.

The OMAA is now advertising the role of OMAA Secretary. The role is voluntary and attracts 10 x Professional Development points per annum. We aim for role holders to take up positions for a period of two years, with the opportunity to renew.

The role is described in detail below. Please note that documents (such as calendars and contacts lists) already exist and do not need to be generated from ‘scratch’. At times where tasks may be more time consuming, e.g. preparing for an annual General Meeting, the OMAA can also provide extra admin support to the Secretary, for this period of time.

In 2021 we have some exciting projects underway, including having ongoing and rewarding discussions with the NDIS, to have the profession acknowledged under Capacity Building funding.

There are many benefits of taking up a role with the OMAA including:

* being at the forefront of the professionalisation of the field
* expanding skills, knowledge base and networks across Australasia (great for your resume)
* enjoying the camaraderie of the team.

**OMAA Secretary - Role Description**

The OMAA Secretary leads the Administration and Finance Committee alongside the OMAA Treasurer, supports the President, Executive, and liaises with the secretaries of other OMAA Committees. This role requires expertise in systems administration, management of meetings, and associated communication and record keeping.

Responsibilities include:

1. Establishing and distributing the annual OMAA Calendar and Contact Lists.
	* monthly meeting dates for the Executive and OMAA Committees
	* major professional development events for the year
	* due dates for deliverables in the OMAA Strategic Plan
	* *Footwork* publication dates
	* contact lists for OMAA Executive, Committees and Regional member groups
2. Managing OMAA correspondence.
	* monitoring incoming and outgoing correspondence
	* triaging and ensuring timely responses to enquiries
	* corresponding on behalf of OMAA
3. Managing Executive meetings and the OMAA Annual General Meeting.
	* booking zoom meetings
	* working with the President to develop agendas and invite participants
	* requesting, collating and circulating reports and meeting papers before meetings
	* recording, disseminating, and archiving minutes
	* tracking the service term of OMAA officers, and prompting nominations for vacancies in a timely manner before the AGM
4. Ensuring OMAA resolutions and compliance requirements are actioned.
	* checking monthly that OMAA resolutions from meetings are actioned
	* reporting to Consumer Affairs Victoria and the Australian Business Registry annually, within 1 month of the AGM, ensuring OMAA contacts are up to date
5. Managing OMAA memberships.
	* working with the Treasurer, Membership Secretary and Webmaster to maintain the online OMAA membership database, fee payment system, and ROMSA registrations.

##### The OMAA Quality Framework can be found here (please note the Constitution is currently under review) <https://www.omaaustralasia.com/about/quality-framework/> . Further, there is a large amount of internal, documented procedural information available to support the role of Secretary. New role holders are supported by existing and immediate, past role holders for hand over and ongoing support.

**Further Information or to Register your Interest**

If you or someone you know would like further information, or to register your interest in the role of Secretary, please email us via improve@omaaustralasia.com. We would love to hear from you in March for onboarding in April 2021.

For and on behalf of the OMAA Executive Committee.