GLOBE Executive Support Lead

Position Description

# About the role

The role of Executive Support Lead is to support the GLOBE Executive team in administrative and other tasks.

# Responsibilities and Duties

* Drafting of the agenda in consultation with the GLOBE Secretary and distribution to the Committee prior to meetings
* Take accurate minutes of committee meetings and ensure they are distributed to the Committee of Management after each meeting
* Have an awareness of the records of the committee as required by law. These records may include lists of committee members, committee meeting minutes, financial reports, and other official records
* Assist with managing the general correspondence of the committee except for such correspondence assigned to others
* Ownership of the Document Management process
* Provide support to the Treasurer relating to the finances of the organisation
* Managing Committee attendance on JOY radio
* Assist with keeping our website updated
* Provide other administrative support as required