

AALA Branch Secretary - Volunteer | Position Description

About the role

- Would suit candidates with administration and/or corporate governance experience
- Oversee the administration and maintain relevant documentation, records and correspondence for the Branch Committee
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focused on advancing cultural diversity in law

The role

The role maintains the documentation, records, and correspondence of a Branch Committee. The role is one of two office bearer positions on the Branch Committee.

Specific responsibilities include:

- Coordinate, file and maintain branch documents and records
- Provide administrative support to the Branch President
- Arrange Branch Committee Meetings, notify committee members of Branch Committee Meetings and record minutes
- Work with the Branch President to prepare for and organise Branch Meetings and record minutes
- Organise and maintain attendance records for each Branch Committee Meeting and Branch Meeting
- Report to the National Secretary and the Executive Committee on Branch events, communications, and meetings

Skills required

This role will suit candidates who possess the following transferable skills:

- Excellent organisation skills and attention to detail
- Effective teamwork skills and engagement of a range stakeholders
- Ability to work autonomously and with initiative
- A commitment to quality service standards and delivery
- Well-developed verbal and written communication and drafting skills
- Ability to work collaboratively
- Tech savvy and skilled in Microsoft Office suite, Google suite

Time commitment and application

For the successful applicant a commitment to AALA's objectives is essential. You are expected to volunteer, on average, 4 hours per week.

Term of appointment

12 months from the date of the Branch Meeting.

How to apply

See Notice of Branch Meeting.

About the organisation

Asian Australian Lawyers Association (**AALA**)

The AALA is the first incorporated association in Australia to focus on the growing number of Asian Australian lawyers in the profession, as well as other lawyers with an interest in Asia. Our members hail from more than 10 countries in Asia and, between them speak almost 20 different Asian languages and dialects. We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers. The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.