

## **AALA National Secretary - Volunteer | Position Description**

### **About the role**

- Would suit candidates with administration and/or corporate governance experience
- Oversee the internal administration and secretariat, corporate governance, policies, and procedures of AALA
- Maintain membership register and system with National Treasurer
- 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 oversees the internal administration, corporate governance, policies, and procedures of AALA. The role is one of four office bearer positions of the National Executive Committee and effectively performs a company secretary role.

### **Specific responsibilities include:**

- Oversee the internal administration, corporate governance, policies, and procedures of AALA
- Organise meetings of the National Executive Committee
- Organise the Annual General Meeting and Special General Meetings
- Liaise with Branch Presidents and Secretaries regarding Branch Meetings
- Manage and maintain the register of members in accordance with Art 18 of the AALA Constitution
- Keep custody of the common seal (if any) of AALA in accordance with Art 57.2 of the AALA Constitution
- Organise and provide administration support to National Portfolios
- Oversee the National Secretariat and Governance Subcommittee and play a key role in the National Membership Subcommittee
- Liaise between National Executive Committee and Branches (particularly Branch Secretaries)
- Liaise with ASIC, Consumer Affairs Victoria and other regulatory bodies
- Maintain custody of and compliance with the AALA Constitution
- Maintain non-financial records of AALA

### **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, 6-8 hours per week, with additional time to prepare for the National AGM and Branch Meetings.

### **Term of appointment**

12 months from the date of the Annual General Meeting.

### **How to apply**

See Notice of Annual General 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.