



Teckel Tails Ltd

PO Box 9565, Pacific Paradise. QLD 4564

ABN 90 194 829 059

E: teamdisa@ivdd.org.au

www.ivdd.org.au

Position Title: Volunteer Secretary

Organisation: Teckel Tails Ltd (Dachshund IVDD Support Australia)

Location: Remote (Work from Home)

Time Commitment: Flexible Schedule (estimated 5 hours per month)

Position Type: Volunteer

Introduction:

Join Teckel Tails Ltd (Dachshund IVDD Support Australia) as a Volunteer Secretary and play a vital role in our mission to raise awareness, provide education, and offer support to Dachshund owners dealing with intervertebral disc disease.

Position Description:

As a Volunteer Secretary, you will be instrumental in efficiently handling various administrative tasks to support our charity's operations. Your remote assistance will help us maintain an organised and effective workflow, allowing us to focus on making a positive impact within the Dachshund community.

Key Responsibilities:

- **Administrative Support:** Provide essential administrative assistance, including data entry, document creation, and email management, ensuring the seamless operation of our charity.
- **Board Communication:** Facilitate smooth communication among board members by distributing important documents electronically and managing correspondence.
- **Compliance and Reporting:** Assist in ensuring the charity's compliance with legal and regulatory requirements, maintaining electronic records of filings, reports, and compliance documentation with the ACNC.
- **Meeting Coordination:** Be responsible for scheduling and organising virtual meetings using Microsoft Teams, facilitating efficient communication among team members and external partners. Prepare Agenda, take and complete Minutes, arrange for signature via DocuSign and file for General Meetings and Annual General Meeting.
- **Autonomous Workflow:** Independently execute tasks, efficiently manage your workload, and proactively identify opportunities to enhance the board's administrative processes.
- **Office 365 Proficiency:** Leverage your expertise in Office 365 programs such as Word and Outlook to create and manage documents and emails effectively.
- **OneDrive Management:** Organise, store, and securely share digital documents and files using OneDrive, ensuring easy access and proper organisation of our digital assets.
- **Digital Communication:** Manage email correspondence, respond to inquiries, and assist in drafting, proofreading, and distributing documents while maintaining professional communication standards.
- **Team Collaboration:** Collaborate with fellow volunteers and team members through Microsoft Teams, fostering efficient and productive work processes.
- **Confidentiality:** Handle sensitive information with the utmost confidentiality and discretion, adhering to our organisation's privacy policies and guidelines.



Teckel Tails Ltd

PO Box 9565, Pacific Paradise. QLD 4564

ABN 90 194 829 059

E: teamdisa@ivdd.org.au

www.ivdd.org.au

Qualifications:

- Proficiency in Microsoft Office 365 programs, including Word and Outlook.
- Familiarity with Microsoft Teams for virtual meetings and collaboration.
- Experience with OneDrive for document management and sharing.
- Strong organisational and time management skills.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy.
- Ability to work independently and remotely.

Benefits:

- **Contribute to a charitable cause:** Your volunteer work directly supports our charity's mission and creates a meaningful impact on the Dachshund community.
- **Join a Supportive Team:** Become part of a dedicated team of volunteers who are passionate about making a difference and committed to our cause.

Compensation: This is a volunteer position, and no financial compensation is provided. However, reasonable out-of-pocket expenses related to the role, such as stationery expenses for approved activities, will be considered for reimbursement.

How to Apply:

To apply for the Volunteer Secretary position, please download, complete, and return the registration form available on our website <https://ivdd.org.au/disa01/wp-content/uploads/2023/09/DISA-Volunteer-Registration.docx>. Once we have received this a volunteer will be in touch for a chat.