



A current vacancy exists with Landcare Illawarra for an interested person to be part of the management structure of Landcare Illawarra.

This position is a voluntary position.

### Detail

Position: Secretary on the Management Committee  
Location: HACC Centre – Tongarra Rd Albion Park  
Contact: Ruth Jenkins  
42 56 26 84  
0402027221

### Position Details

- Every 4<sup>th</sup> Thursday of the month (except December)
- 6pm to 830pm
- Tea / Coffee and dinner provided

### Duties

- Create Agenda for Meetings
- Minute Taking
- Dealing with correspondence
- Provide copy of minutes to committee
- Keep records of documentation such as the constitution

### Skill / Experience

- Computer Skills
- Good Communication skills
- Good written skills

### Training

- Mentored by current secretary