

Volunteer Secretary – Join the RaDCA Management Committee

Remote-Friendly Role | Rollingstone Neighbourhood Centre

Rollingstone and District Community Association Inc. (RaDCA) is the governing body for the Rollingstone Neighbourhood Centre, supporting an active and diverse rural community of around 1,500 people across Rollingstone and Balgal Beach.

We're looking for a **Volunteer Secretary** to join our Management Committee and help strengthen the governance of our much-loved community centre. This role is **remote-friendly** — you can join meetings in person, online or by phone, and while attending our AGM in September is encouraged, it's not essential.

About the Role

As Secretary, you'll play an important part in keeping our management committee organised and compliant with the Associations Incorporation Act 1981 (Qld), our Service Agreement, and the Human Services Quality Framework.

You'll be supported by a friendly, committed and community-minded team, with full induction and ongoing guidance from the Chairperson and Centre Manager.

Key Responsibilities

- Prepare and distribute notices, agendas and meeting papers (Committee, General, Special Meetings and AGM).
- Take accurate minutes and maintain key governance records, including registers of members and office-bearers.
- Manage inwards and outwards correspondence on behalf of the Committee, including circulating workshop documents and reporting obligations.
- Support good governance, documentation and continuous improvement aligned with the Neighbourhood Centres Initiative and HSQF.
- Prepare the Annual Impact Report, in collaboration with the Centre Manager.
- Upload and maintain documents and reports on the RNC website.

Time & Skills Required

- Approx. **5–7 hours per month**, with a slightly higher commitment around the September AGM.
- Confident with Microsoft programs, online meetings and document preparation.
- Organised, reliable, a good communicator, and able to maintain confidentiality.
- Eligible under the Associations Incorporation Act 1981 (Qld).
- **Current Blue Card** required.

If you're passionate about community, enjoy keeping things organised, and want to make a meaningful contribution to a rural neighbourhood centre, we'd love to hear from you. For a confidential discussion about the role, and to see the position description, please contact Robyn Neilson, Chair, at committee@rollingstonenc.org.au.