

SECRETARY POSITION DESCRIPTION

ABOUT POWER OF ENGINEERING

Power of Engineering Inc. is an Australian, not-for-profit organisation that has been operating since early 2012. The organisation began in Queensland and has since expanded to run events in New South Wales, Western Australia and Victoria.

OUR VISION

Our vision is to inspire young people to consider a diverse and creative career in the profession of engineering, with a particular focus on females, regional, and indigenous students.

ACHIEVING OUR VISION

We aim to achieve this vision by creating opportunities for students to explore, experience, and understand how engineering can change the world, and by positively shifting student and community perceptions about the engineering profession.

We work in partnership with local communities, universities, industry and professional bodies across Australia to deliver a regular program of events targeting year nine and ten students before they make senior subject selections.

SECRETARY

The Secretary position is integral to the day-to-day and strategic functions of this organisation. As well as overseeing the secretarial functions associated with the organisation, you will also be a member of the Executive Committee and will attend Advisory Committee meetings.

This is a volunteer position.

ROLE AS SECRETARY

As Secretary for Power of Engineering you will have ownership of the secretarial duties associated with a non-profit organisation. These include:

- Organising the Annual General Meeting
- Submission of the Annual Return
- Maintaining organisational details with the Office of Fair Trading and other entities

You will also have the opportunity to take on projects as they arise, at your discretion. These can be very diverse, depending on the strategic priorities of the organisation. For example, they could range from implementing a new governance structure, through to overseeing the implementation of a new university engagement strategy.

ROLE ON THE EXECUTIVE & ADVISORY COMMITTEES

As part of your role on the Executive Committee you will:

- Organise the Executive Committee meetings
- Participate in 1 hour fortnightly Executive Committee meetings
- Participate in organisational strategic planning and implementation.

As part of your participation in Advisory Committee meetings you will:

- Participate in quarterly Advisory Committee meetings (either in-person or dial-in depending on your location)



- Perform secretariat function at these meetings (e.g. recording and distributing minutes and agenda)

SKILLS REQUIRED

- An understanding of Power of Engineering's underlying vision, objectives and rationale
- Communication and interpersonal skills
- The ability to work well in teams and to delegate
- The ability to work autonomously and be results driven
- Strong planning and organisational skills

An engineering background is not required to perform this role.

DESIRED SKILLS

- Experience as part of a volunteer team
- An understanding of school outreach work in STEM fields is desired, but not essential.

WHAT WE CAN OFFER YOU

An opportunity to:

- Develop your professional skills outside of your traditional work environment
- Expand your network
- Explore your own strengths
- Make a difference in the lives of young people.

EXPECTED TIME COMMITMENT

5 – 10 hours per fortnight.

LOCATION

Sydney, Brisbane, or Melbourne preferred.

HOW TO APPLY

If you are interested in this role, please send an email containing your resume and a response to the question “Why is this position perfect for you?” in less than 100 words.

Please send this email to volunteers@powerofengineering.org.

