

SOCIETY OF BEER ADVOCATES SECRETARY JOB DESCRIPTION

PURPOSE

The purpose of this job description (JD) is to clarify the objectives and background to the role of Secretary for the Society of Beer Advocates (SOBA). It sets out the competencies and responsibilities of the Secretary.

OBJECTIVES

The objectives of the Secretary are to:

- contribute to the effective functioning of SOBA
- contribute to the delivery of the SOBA vision and mission
- manage the effective functioning of the SOBA Committee
- manage correspondence to and from the SOBA Committee.

APPLICABILITY

This JD applies to any SOBA Committee Member whom the Committee agrees can act in the role of Secretary.

BACKGROUND

The Secretary is responsible for managing the business of the SOBA Committee and supporting the President and other Committee members in their roles. They have an important role in ensuring the successful functioning of SOBA by managing the Committee's meeting agenda and action and decision items. They also manage correspondence with the Committee.

The Secretary should be an elected member of the SOBA Committee. They should be a person who is able to effectively represent SOBA.

COMPETENCIES OF THE SECRETARY

Action and results oriented: Enjoys working hard and does so with a positive attitude and a focus on getting things done. Does not shirk from challenging tasks and seizes opportunities. Can be counted on to establish and deliver their obligations and actions and is able to measure their success. Pushes self and others to work for the success of SOBA.

Delegating and directing others: Is able to clearly and appropriately delegate tasks to others, providing appropriate task assignment and expectations. Is able to delegate and distribute workload appropriately and manage delivery across multiple streams of work.

Organising and planning: Can gather the resources needed to get work done, and can use those resources in an effective manner. Is able to scope out and size work, and plan milestones for its delivery. Can arrange and present information in an clear and effective way.

Communication: Is able to communicate effectively through a variety of mediums; in meetings and group gatherings, via email and other written communication. Is able to vary their communication style to be fit for the audience and ensure the message is understood.

RESPONSIBILITIES OF THE SECRETARY

The Secretary is responsible for working with the President to set the agenda for SOBA Committee meetings. During the meeting, they must record all actions, owners and timeframes, and decisions

made. The Secretary needs to check these with the Committee at the end of each meeting and ensure that all Committee members are clear on the actions required of them. The Secretary is responsible for following up to ensure that actions are undertaken and decisions implemented.

The Secretary manages all correspondence with SOBA and the SOBA Committee. They are responsible for responding in an appropriate manner or raising correspondence as an item for Committee discussion where required. This requires the Secretary to have a detailed understanding of the vision, mission and current activities of SOBA. It requires them to appropriately exercise discretion.

The Secretary supports the President and the Committee in preparing for and managing the SOBA Annual General Meeting. They set the agenda and managing the meeting and voting process for Committee roles. They are required to act with integrity in undertaking this role, with the best interests of SOBA in mind. They can also support the Committee in undertaking other activities as required.

The Secretary works with relevant people to keep the SOBA website, Facebook page and Twitter up to date with any Committee news relevant to the membership. They support the President in preparing and distributing a monthly update. The Secretary can also support the Media Officer, Regional Coordinators and Brewery Relationship Officers to communicate effectively on behalf of SOBA.

The Secretary is expected to work with the Committee to support the vision, mission and future success of SOBA. They are expected to behave in a way that enhances the reputation of SOBA and does not bring the organisation into disrepute. The Secretary should notify the Committee and the membership of any conflicts of interests and how they will be managed.