

EXECUTIVE ASSISTANT TO BOARD SECRETARY – VOLUNTEER OPPORTUNITY

ROLE DESCRIPTION

We are looking for a volunteer who believes in our Vision and Mission to help support our Board Secretary with the secretarial matters relating to operating the Board of WLSWA.

The role would require 8 hours per month and involve the following responsibilities:

- ✚ managing attendance rsvp's for monthly Board meetings
- ✚ preparing agenda in collaboration with Board Secretary and CEO
- ✚ attend monthly Board meetings and take minutes, capturing resolutions and action items
- ✚ preparing meeting minutes and action items to be circulated to the Board within 2 weeks of the Board meeting
- ✚ maintenance of Board member register, monitoring tenure and other details
- ✚ maintenance of member and life member register
- ✚ additional help in advance of AGM

The role would suit someone with secretarial, executive assistant, administration or other similar skills and experience. A high degree of professionalism is required as is a regard for confidentiality and knowledge of data protection.

You will be part of an exciting stage in the WLSWA journey with an incoming CEO and a refreshed Board with ambitious plans to meet our 2019-2023 Strategic Plan.

HOW TO APPLY

Please email a CV with a short two/three paragraph email as to why you would like to volunteer in this role for WLSWA to:

Zoe Henham
Chairperson
Women's Legal Service WA
chairperson@wlswa.org.au
Ph: 0423 266 163

All applications will be treated in strictest confidence.

We look forward to hearing from you.

ABOUT WLSWA

As a specialist not-for-profit Community Legal Centre, WLSWA is the only standalone Women's Legal Service in WA. It is a leader in the sector. WLSWA provides accessible legal services on a non-discriminatory and equitable basis to women facing disadvantage in Western Australia.

From a gender equality perspective, we work to redress inequalities in the legal system that adversely and disproportionately affect vulnerable women. This is particularly in respect of victim/survivors of domestic and family violence who need expert assistance in family law, child protection and compensation for criminal injuries. We advocate for clients and educate stakeholders about these issues, operating holistically to empower and assist women with the common legal issues that they face.

VISION

Justice for Women

MISSION

We provide legal services, education and advocacy to empower all women to make informed decisions and access just and equitable outcomes

VALUES

Justice: We promote equitable access to justice

Equality: We uphold gender equality and cultural diversity

Integrity: We work with honesty, professionalism and dedication

Leadership: We drive law reform and lead public debate

Respect: We care for our clients and each other

WLSWA is at a critical stage of a strategic sustainability journey. Our 2019-2023 strategic plan includes plans for growth of services to meet our clients' needs and increasing client demand, securing alternative and sustainable sources of funding, realising efficiencies in our operations as well as expanding our volunteer program to expand our service delivery. We do all of this in the pursuit of making a difference to women in WA and to ensure we are advocating for an equal and just future for women in WA.