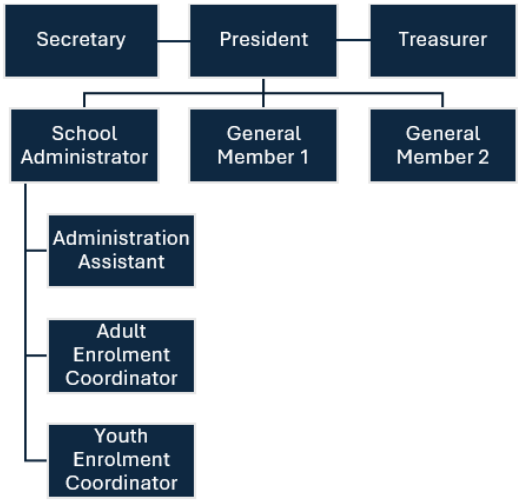
BGLS Secretary
Position Description

Position Description	Secretary
Reports To	BGLS President & Treasurer
Version	26 October 2026

Position Purpose

Reporting directly to the BGLS President, the Secretary provides strategic guidance and leadership in support of all administrative functions of the BGLS including providing assistance to other Management Committee Members and the School Administrator in relation to their roles. The primary focus is to ensure all of the organisation's administrative functions are operating along contemporary lines in a professional and corporate manner. This entails ensuring corporate governance and constitutional functions operate efficiently and effectively to support the ethos of the Brisbane German Language School and its members. The Secretary is the Organisation's nominated representative for the purposes of complying with the Incorporated Associations Act.



Key Responsibilities

This is a volunteer position and carries no salary or designated hours. The Brisbane German Language School (BGLS) is a not-for-profit organisation. Its mission is to promote the language and culture of German-speaking countries within the Brisbane and broader Queensland community.

As the Secretary, your key responsibilities include, but are not limited to:

- Motivate the management committee to maintain a positive, modern, forward-thinking approach to the growth and development of the Brisbane German Language School, through the implementation of modern governance, a modern constitution, by-laws and updated policies and procedures;
- Provide a professional level of administrative leadership to the management committee;
- Provide open and accountable reporting;
- In conjunction with the School Administrator and Administration Assistant, ensure the current constitution, policies and procedures are updated and available to all members;
- Prepare agendas for committee meetings and general meetings in advance to allow enough time for members to make considered judgement;
- Ensure minutes are taken at all management committee, annual general, special and general meetings and the minutes are filed and archived in line with the retention and disposal requirements of incorporated bodies;
- Ensure action items are completed;
- Issue, collation of all meeting notices and relevant correspondence including reports, in accordance with the constitution, policies and procedures of the organisation;

- Ensure records are kept of all incoming and outgoing correspondence and the safe archiving of all records in line with the retention and disposal requirements of incorporated bodies;
- Report to the Office of Fair Trading, coordinating with treasurer regarding financial figures e.g. submit Fair Trading Annual Return of Association;
- Maintain custody of the documents of the organisation (documents: constitution; enrolment forms + list of students/members; general information on the School and promotion material; copies of grant applications; CVs of teachers; list of contacts for promotions, invitations to events, and sponsors); &
- Update & maintain the following documents relevant to the BGLS Committee – Leave Calendar for Committee Members, Register of Committee Members & the Committee Meeting Planner.

Specific Expectations (Applicable to All Committee Members)

- Work constructively with all other committee members;
- Provide Brisbane German Language School members with open and accountable management;
- Strive to move the Organisation forward in a positive and professional manner;
- Develop and support the implementation of the organisation's vision statement/strategic plan with a view to further enhance and develop long term strategic initiatives;
- Be active in ensuring compliance with the school's Child and Youth Risk Management Strategy, and the Members Protection Policy and all other relevant codes of conduct;
- Observe, update and encourage others to comply with the constitution, policies and procedures, including providing reports and other requested information on the appropriate reporting templates;
- Represent the organisation as required;
- Create ongoing communication/relationships with external community leaders/organisations, including but not limited to federal, state and local politicians;
  German Consulate, Brisbane City Council; other bodies associated with the broader Brisbane German community;
- Ensure open communication and working relationships are maintained with all members (including paid employees, students, and parents) of the organisation;
- Ensure planning and budgeting for the future is carried out in accordance with the wishes of the members; and,
- Scope new funding/fundraising opportunities (business sponsorships, grant applications, Laternenfest, Goethe Institute initiatives, etc).

General Expectations (Applicable to All Committee Members)

To nominate for the position of Secretary of the Brisbane German Language School you must:

- Be a current financial member of the Brisbane German Language School (Refer to Appendix A);
- Not have declared bankruptcy; nor entered into a deed of arrangement; nor made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966, or corresponding laws of another external territory;
- Not have been convicted on indictment, or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986;
- Must strive to take sound, measured and considered approaches to all aspects pertaining to the role;
- Have no outstanding disciplinary action, must not have been in any adverse disputes, discipline, or court action involving the Brisbane German Language School;
- Be eligible to obtain clearance for working with children (Blue card), or an exemption in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Ideally have previously served on a management level committee (of the BGLS or another community organisation);
- Ideally have previous experience in fundraising for a community organisation;
- Ideally have an interest in German language and culture;
- Have experience, and or the ability to fill a leadership role in a volunteer-based organisation, which includes a good understanding of financial statements and administration needs;

- Have knowledge of modern governance practices, including risk management, child protection, and OH&S compliance;
- Have knowledge of, or the ability to gain understanding of, the statutory requirements affecting not-for-profit organisations;
- Have a high standard of oral communication, interpersonal skills, and effective volunteer management skills;
- Have good listening and project management skills; and,
- Have an understanding of, or the ability to gain understanding of, the Codes of Conduct and Membership Protection Policies.

Other Information

Re-election Period:

- Annually at AGM

End of Term Handover: At the end of their elected term, the Secretary will be required to prepare a handover to the incoming Secretary. This will include the below:

- Updating Key Documents: The Secretary will review and revise any relevant documents to their role. This must occur prior to their last Management Committee meeting to ensure any changes can be approved and adopted.
- Induction of the Incoming Secretary: An important responsibility of the outgoing Secretary is to train, mentor and support the incoming Secretary.

Appendix A: BGLS employees who serve on the BGLS Management Committee are exempt from paying the BGLS Annual Membership fee, unless they claim the complimentary tuition bonus awarded to BGLS Management Committee Members.