



## **ROMAC OPERATIONS SECRETARY**

Rotary Oceania Medical Aid for Children (ROMAC) requires a self-motivated Rotarian to fill the role of Operations Secretary.

The role of the Operations Secretary is to provide ROMAC with the administrative skills normally associated with the position of Secretary. The Operations Secretary is a member of the ROMAC Operations Committee and attends regular meetings of that Committee. In addition the role requires attendance at ROMAC Board Meetings as Minute Secretary. The Operations Secretary maintains a number of registers and is responsible for disseminating ROMAC information to ROMAC's stakeholders.

The successful applicant will be a Rotarian who has previously demonstrated experience in general administration and management practices. A sound knowledge of Rotary structures and organisation would be advantageous as would a degree of computer literacy.

The position is for a term of four years which commences after the ROMAC AGM in Hobart on Friday 14<sup>th</sup> September 2018. However a shorter term of office will be considered should it be necessary to do so.

The outgoing Operations Secretary, Peter Maitland, has offered to provide further information should it be required. Peter's contact details are [secretary@romac.org.au](mailto:secretary@romac.org.au) or Mb 0412234537.

Please direct your application, with appropriate CV, to the ROMAC Chair, Rob Wilkinson, at [chair@romac.org.au](mailto:chair@romac.org.au) before the closing date of 30<sup>th</sup> June 2018