**Position Description**

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| **Role** | **General Secretary** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | Executive Committee & the Admin Team |
| Expected Hours | 1 -2 hours per week, occasionally more with events. Plus a 1 hour monthly committee meeting. |
| **Organisation Description** | The Hunter Organic Growers Society is a not-for-profit community organisation run by volunteers in the Hunter Valley region.  ​  We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!  ​  Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be the contact person for the group. This includes:   * Monitoring and managing emails from the HOGS email account and website * Writing and managing the general correspondence as required, and as directed by the committee * Communicating with the group predominantly by email and through the newsletter * Working closely with the Minutes Secretary to ensure the agenda and minutes of committee meetings are received by the committee in a timely manner * Liaising with the Membership Officer * Preparing and presenting the Secretary’s report at the Annual General Meeting to all members. |
| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively. * Able to access the HOGs email account every couple of days. * No previous experience required in a similar role, but desired. * A smile on your face, a team player, and willingness to learn and develop your skills! |
| Benefits | * Free household membership to the Hunter Organic Growers Society * Free ‘Thank you’ lunch at the end of your term * Excellent free training opportunity to learn new skills that are transferrable to employment or studies. * Joining the tribe and making new friends * That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle. |
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