Western Australian Photographic Federation (WAPF)

Secretary – Job Description

Position Type: Volunteer
Reports to: WAPF Executive Committee
Works closely with: President, Vice President, Treasurer, Webmaster, Social Media Manager, Newsletter Editor, Competition Coordinators, Affiliated Club Representatives

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1. Purpose of the Role

The Secretary is the central administrative coordinator for the WAPF. This role ensures the smooth operation of the Federation's governance, communication, and record-keeping. The Secretary supports the Executive Committee by managing official correspondence, maintaining accurate records, and ensuring compliance with constitutional and regulatory requirements.

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2. Key Responsibilities

Governance & Administration

- Prepare agendas for Executive Committee and General Meetings in consultation with the President.
- Record accurate minutes for all meetings and distribute them in a timely manner.
- Maintain official WAPF records, including minutes, motions, policies, and governance documents.
- Track action items and follow up with committee members as required.
- Ensure compliance with the WAPF Constitution and relevant WA incorporated association requirements.

Communication & Correspondence

- Manage incoming and outgoing official correspondence on behalf of the Federation and distribute appropriately.
- Maintain the WAPF email accounts relevant to the Secretary's role, ensuring timely responses and appropriate delegation.
- Liaise with affiliated clubs, committee members, and external organisations as needed.
- Issue formal notices for meetings, elections, and constitutional requirements within required timeframes.

Membership & Club Liaison

- Work with the Treasurer, maintain an up-to-date register of affiliated clubs and their official contacts.
- Support communication between the Executive Committee and affiliated clubs.

Annual General Meeting (AGM) Responsibilities

- Prepare and distribute AGM notices, agenda, nomination forms, and supporting documents.
- Manage committee nominations and ensure compliance with constitutional processes.
- Record AGM minutes and oversee the transition of committee roles, including secure handover of accounts and documents.

Support for WAPF Activities

- Assist with administrative requirements for events such as Annual Office Bearers Breakfast, interclub competitions, and promotional events (e.g. PhotoLive, Perth Royal Show Photographic Exhibition, etc).
- Provide documentation support for grants, sponsorships, or partnerships when required.
- Work with the Webmaster to ensure governance documents and meeting minutes are published appropriately.

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3. Skills & Attributes

Essential

- Strong organisational and administrative skills.
- Clear written communication and attention to detail.
- Ability to manage confidential information responsibly.
- Reliability and consistency in meeting deadlines.
- Comfortable working collaboratively with a volunteer committee.

Desirable

- Familiarity with incorporated association governance (or willingness to learn).
- Experience taking minutes or managing organisational correspondence.
- Basic digital literacy (email systems, document management, cloud storage).
- Interest in photography or the WA photographic community.

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4. Time Commitment

- Approximately 2–4 hours per week, depending on meeting schedules and activity levels.
- Additional time required around the AGM and major events.

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5. Term of Appointment

- Typically aligned with the WAPF committee year.
- Handover support provided to the incoming Secretary, including transfer of records and email access.

6. Impact of the Role

The Secretary is essential to the effective governance and professionalism of the WAPF. By maintaining accurate records, ensuring clear communication, and supporting the committee's administrative needs, the Secretary helps strengthen the Federation's credibility, transparency, and service to the WA photographic community.