



## COMPANY SECRETARY

Expressions of interest are invited from suitably qualified experienced professionals for the position of Company Secretary of the Australian Traditional Medicine Society. The Australian Traditional Medicine Society, a not for profit organisation, is the largest national professional body servicing and representing the needs of natural therapy practitioners. The position is based in Sydney with responsibility for all operations throughout Australia and reporting directly to the company's Board of Directors.

The role requires someone with experience, energy and drive to manage the existing operations and maintain best practice to support and frame the ongoing development and growth of the Society. It requires the ability to be able to execute change with effective management to ensure people, processes and resources perform at optimal efficiency while delivering quality service to Society members.

The position requires an extensive background in business management, operations and capabilities including:

- Management and administration of the day to day operations of the Society
- Facilitation of the resolutions from the Board of Directors
- Regular reporting to the Board of Directors
- Development of meeting agenda, organisation and attendance Board and committee meetings, taking of minutes, reporting and liaison with relevant stakeholders
- Strong financial skills and commercial orientation
- Strong management and organisational skills including people and resource co-ordination
- Highly effective verbal and written communication skills

Knowledge of the natural therapies profession is highly desirable.

Applications addressing the requirements of the position together with Curriculum Vitae should be emailed to Marie Fawcett on [marie@atms.com.au](mailto:marie@atms.com.au) by 21 January 2008. It is estimated that the position will commence May 2008.