

ROLE DESCRIPTION

Job Title: NSW Secretary – Australian Organics Recycling Association (AORA)

General Mission

The NSW Secretary role is there to help members of AORA who have industry enquiries, maintaining membership databases and working closely with the executive to ensure the organisation maintains their strategy on industry as well as member interests. The Secretary fields questions and uses their sound knowledge base of the industry to respond. As a dynamic and progressive industry, the secretary will also find answers to industry based questions when new ones arise. Enquiries often include:

- How to process specific organic materials
- How or where to apply for DA's in certain areas
- Industry based questions
- Information on standards, quality
- Representation or information on policy

Key Responsibilities

- Keeping records of the organisation
- Recording minutes of all meetings
- Setting regular meeting and agendas in conjunction with the Executive
- Communications within the Executive and with all members
- Responding to industry enquiries

This role would suit a person who has already established a broad range of industry contacts and access to information, however this role would be suitable for an outgoing person new to the industry who wants to pick up the phone and meet members.

The NSW Secretary role works closely with communications, ensuring the membership register grows, is updated and maintained. The membership database is important to help maintain a link to what is going on in the industry, who is connecting with AORA and who is dropping out. This kind of information can be utilised to help ensure the strategy is accurate and accountable.

This role is a gatekeeper of information and can also ensure the executive and organisation maintain their strategy and planning not only focused on important industry matters but also focused on its members requirements. A key part of success is in the relationship between the NSW Executive and its members. They should be collaborators working towards a common goal for their industry.

The NSW Secretary role does not need to be a person from the processing side of the industry, in fact it can be advantageous if the person is not, as it offers a more objective and fair voice to guarantee a level strategy outcome for all AORA members.

A key objective is managing key stakeholders and ensure that the industry offers all participants a chance to make a living from it. The NSW Secretary role can help by making sure the Executive consistently keep their members educated, informed and the policy makers honest.

What is the future for AORA?

The organisation must grow with the industry and product requirements, working with organic recyclers, government, and users. AORA must continue to ask and answer the question of how the

industry will handle the requirements for larger quantities, while maintaining quality at a profitable rate. AORA NSW want to help move the industry from a state of supply pushing and turn it around, into a demand pulling industry. By offering a platform that educates, connects and informs the organics industry, AORA NSW can help create the market requirements that will take it from a supply pushing industry to a demand pulling industry that is working to keep up with demand.

The industry is currently more like a lot of smaller niche markets working under boutique/cottage style selling arrangements. With increased volumes being predicted by the regulators who are forcing diversion from landfill, a more mass production/economies of scale production and distribution system may be required in the future.