



Victorian Clay Target Association Inc.

**Expression of Interest
State Secretary**

The Victorian Clay Target Assoc. is seeking a person who has good skills in the following:

- Administration
- Bookkeeping
- Communication
- Computer skills
- Minute Taking

The person must be energetic, honest and trustworthy and have some knowledge in Governance. The State Secretary will work with the President of the Association, handle all requirements in good faith and maintain all records, and handle all enquiries from members, clubs, stakeholders and other parties.

Please email judithk@bigpond.com for a copy of the Position Description or with any further enquiries about the position.

Expressions of Interest close on Monday 30th April, 2018. The secretary position will begin in June 2018.