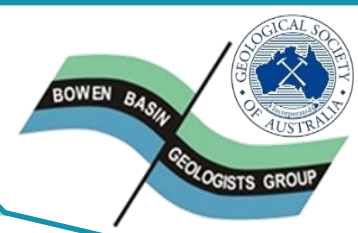


BBGG EXECUTIVE RESPONSIBILITIES



Position: BBGG Secretary

Status: Volunteer

Overview: The BBGG Secretary is a member of the [Geological Society of Australia](#) (GSA), and is generally well known in the Queensland coal industry and by members of the BBGG. This person is well organised and skilled to undertake a variety of tasks for the BBGG.

- Key Duties:**
- Work with the Chair of the BBGG and relevant mine site / project personnel to organise Quarterly BBGG Meetings and distribute relevant communications to the BBGG Membership. Be on site to attend these meetings.
 - Work with the Chair of the BBGG, ACARP, the BBGG-ACARP Liaison and venue personnel to organise the biennial BBGG-ACARP Meeting and distribute relevant communications to the BBGG Membership. Be on site to attend this meeting.
 - Arrange the 'Call for Nominations' of the biennial Leichhardt Award – an award which recognises original contributions to the advancement of coal geology or related disciplines in Queensland.
 - One of three voting members on the Leichhardt Award Committee.
 - Work with the Chair of the BBGG to organise the presentation of the Leichhardt Award, and ensure all award memorabilia is prepared for the presentation.
 - Organise the Leichhardt Award Dinner (held during the BBGG-ACARP Meeting). Be on site to attend this event.
 - Be a key member of the Bowen Basin Symposium (BBS) Organising Committee to organise the 5-yearly Bowen Basin Symposium, and be on site to attend this event. Activities include assisting the Chair of the BBGG with meetings, taking minutes, responding to enquiries from committee members, delegates, speakers, sponsors, exhibitors, etc. and coordinating with event managers and other organisations as required.
 - Work with the Chair of the BBGG & BBGG Treasurer to ensure the requirements of the Memorandum of Understanding (MoU) with the GSA are upheld.
 - Act as proxy for the Chair of the BBGG at GSA Coal Geology Group (CGG) and NSW Coalfield Geology Council (CGC) meetings.
 - Authorisation responsibilities as a secondary signature for BBGG bank account.
 - Liaise with other organisations such as the GSA, AIG, AUSIMM, CGG, NSW CGC, BBMC, BOHOGS, BBUGS, QRC/QEC etc.
 - Work with the Chair of the BBGG to develop marketing material for the BBGG and its events.
 - Promote the BBGG and its activities at events, on social media, and via email.
 - Keep BBGG Membership up to date with other industry-relevant events.
 - Maintain the BBGG website.
 - Maintain the BBGG membership & email list.
 - Keep BBGG meeting minutes as required.
 - Work with the Chair of the BBGG to ensure the BBGG Guidelines are kept up to date.
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