



*School Business Managers' Assoc Qld Inc*  
*Lead and Develop Business Services in Queensland State Schools*

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## **EXAMPLE ONLY**

### **PROFILE FOR**

### **MINUTE SECRETARY**

**position on SBMAQ Management Committee**

<b>Name:</b>	Mary Smith
<b>School:</b>	Smithville State School
<b>Duration of Experience in schools:</b>	<ul style="list-style-type: none"><li>• 10 yrs as BSM (AO4) at Smithville SS - 1990-2010</li><li>• Prior to that I was Registrar (AO3) at Jonesville SS for 4 years - 1996 -1999.</li><li>• Prior to that again I was a Personnel Officer (AO3) in HR in Central Office for four years and an AO2 in that same section for 10 years</li></ul>
<b>What level of support/contribution to SBMAQ have you given over last five years.</b>	I have been an active member of our Wide Bay BSM Branch for three years and Treasurer of that Branch for two years.
<b>Relevance / Breadth / Depth of Experience in the Nominated Role:</b>	I have been Secretary of the Smithville Football Club for the past three years.