



ROLE DESCRIPTION - SECRETARY

The Secretary is the chief administration officer of the Organisation, and is responsible for management of records, correspondence and assists in communicating with members, other organisations and members of the general public.

Desirable Attributes:

The Secretary should:

- be organised and efficient
- have key computer literacy skills
- be a good communicator
- be able to keep confidential matters confidential.
- hold members to account in regards to any required communication or reporting to the Committee

Specific duties include but are not limited to:

- maintain records of the Committee and ensure effective management of the Organisation's records
- manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to Committee members shortly after each meeting and no later than 14 days
- development of the agenda in consultation with other Committee members and distribution prior to the meeting
- is sufficiently familiar with all current Organisation documents to note applicability during meetings
- is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- ensure that the records of the Organisation are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- ensures that official records are maintained of members of the Club and Committee. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- provide an up-to-date copy of the Constitution and bylaws at all general meetings.
- ensure that proper notification is given of Annual General and Special meetings as specified in the bylaws
- manage the general correspondence of the Committee except for such correspondence assigned to others



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- help and lead the Committee in providing systematic communication from the Committee to Organisation members and other relevant stakeholders
- the Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
- be a signatory for banking purposes