

Title: Committee Job Description: Secretary	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Secretary has the principle responsibility for initiating, recording and maintaining the Club records, minutes and correspondence.

In the execution of this role, the Secretary will:

1. Perform the Role in accordance with the Club Constitution specifically:
 - a. Maintain custody of Club Minutes
 - b. Prepare and issue Agendas
 - c. Record and issue Minutes of Committee & General meetings
 - d. Receive and disseminate correspondence
 - e. Give notice for AGM and any Special General Meetings
 - f. Prepare for AGM elections using established procedure
2. Divest the maintenance of the Membership Register to the Membership Secretary
3. Record the names of Committee Members present at Committee and General Meetings
4. Record the appointment of office bearers and ordinary Committee members
5. Provide written notice to members as required
6. Provide notice to Committee Members of meetings as required
7. Receive notice of business for inclusion in meetings as required
8. Make available Club and Committee Minutes to Club and Committee members
9. Keep all relevant records, books and other documents relating to the Club.
10. Perform the duties of "Identification Officer" as required in relation to the Club's bank account.
11. Maintain the confidentiality of Committee business
12. Comply with the Club's Code of Conduct
13. Be involved in the continuous improvement process
14. Be a team player and make the good of the Club the over-riding priority
15. Listen to Club Members
16. Prepare a report for the bi monthly club magazine
17. Perform any other duties as may be required

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Remove chair AGM committee election process & membership register.
5. 25/02/2016 Inclusion of "Identification Officer" in relation to the Club's bank account.

Committee Member Acceptance:

Date:

Name

Signature