

## Secretary

The secretary is often the first person an outsider contacts. Provides the link between members, the club executive committee and outside agencies. The Secretary is often the Public Officer.

### Desirable Attributes:

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be sufficiently familiar with all current Club documents to note applicability during meetings
- be able to maintain confidentiality of matters.

### Specific duties include but are not limited to:

- Maintain Committee and Club records as required by law and make available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes and financial reports
- Create agenda in consultation with other Committee members and distribute prior to the meeting
- Manage Minutes of Committee meetings, including the recording and distributing the Minutes in a timely manner
- Signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Ensure that proper notification is given of Committee meetings as specified in the Constitution
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members for instance via website, email and noticeboards