

Position Description

Position: Secretary
Date: June 2015

Responsibilities:

- To obtain a general understanding of meeting procedure/protocol in order to assist the President by raising points of order etc ensuring that the business of the Club is transacted in a professional and lawful manner, as outlined in the Club's Constitution.
- To be committed to attending management committee and general meetings on a regular basis.
- To arrive at the meeting venue early to arrange the venue and ensure all relevant material is available.
- Prepare the meeting agenda and any other papers according to Club rules.
- Maintain an attendance register at all meetings of the Club.
- Take minutes of the meeting ensuring that all motions and amendments are accurately recorded and that the minutes are clear and unambiguous. Incorporate action statements, and ensure that all Committee members get a copy of the draft minutes by the next management committee / general meeting.
- Ensure the minutes are ratified at all meetings according to agreed rules and update the minute and resolution books.
- Maintain an incoming and outgoing correspondence list and submit to Management Committee .
- Refer mail to appropriate members for action as appropriate. Monitor that responses are timely.
- Make decisions whether unsolicited advertising or mass posted letters and e-mail, should be processed or discarded without record or further action.
- Place relevant circulated correspondence from other associated Clubs or correspondence of interest on the notice boards/display stands and note in the mail list.
- Compose and forward outgoing official letters/memos/e-mails from the Committee or President.
- Take a lead role in the establishment and maintenance of the Club's administrative filing and record system.
- As necessary, liaise with QAFWDC, Government organisations and other Clubs on issues important to the secretarial function of the Club. As Public Officer, keep abreast of Government requirements in this area.
- Ensure pre-meeting papers are posted as required.
- Coordinate the preparation of voting papers, and any other papers necessary for an election (e.g. voting rules, counting slips, handouts to members)
- Receive and control the use of proxies prior to the appointment of a Returning Officer.

Reporting:

- Reports to management committee and general meetings on a monthly basis.

Financial Authority:

- Authorised to be one of the two signatories required on club cheques.
 - As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- Maintain timely and accurate records relating to the administration of the Club.
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.