

Purpose

The Secretary is the administration officer for the club/society. The secretary manages all non-financial record-keeping and correspondence, providing the coordinating link between members, committee and outside agencies.

Responsible To

The President of the club/society as well as the members of the club/society.

Responsibilities and Duties

- Prepare the agenda (what will be discussed) for meetings in consultation with the President.
- Make arrangements including venue, date and times for club meetings and/or events.
- Send adequate notice of the meetings to club/society members (however your club/society chooses to communicate. For example, via Email, text, Facebook, etc.).
- Collect and collate reports from office bearers for each meeting. Share them with members (either printed or via Email).
- Call for and receive nominations for officer positions for the club/group at the AGM.
- Take the minutes (written record) of meetings. Write up the minutes as soon as possible after the meeting and send them to everyone who attended the meeting as well as any current officers who were not present at the meeting.
- Maintain files of legal documents such as constitutions.
- Act as the public officer, liaising with members of the public, affiliated bodies and government agencies.
- Handle bookings and respond to general duties from the committee.

Knowledge and Skills Required

- Is confident enough to speak in front of others at club meetings.
- Is well organised and can delegate tasks if required.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the clubs constitution.