



BOARD ROLE DESCRIPTION: SECRETARY

The key responsibilities of the Secretary are to understand the Association Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Association is run according to these core requirements at all times.

The Secretary is generally the Board's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Board officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Association information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Board members.

In addition to the responsibilities outlined in the Board Members Role Description, the Secretary must undertake the following statutory duties:

- the Secretary must give to Consumer Affairs notice of his or her appointment within 14 days after the appointment in accordance with Section 74 of the Associations Incorporations Reform Act 2012, and
- must keep and maintain a register of members consistent with Section 56 of the Association Incorporations Reform Act 2012

In addition to the responsibilities outlined in the Board Members Role Description, the Secretary shall:

Governance	Ensure the preparation and adoption of appropriate Board policies
Planning	Ensure that appropriate rules and by-laws are in place
Meetings	Organise the venue for Board meetings
	With the Chair, prepare the agenda in advance of each Board meeting
	Organise meeting papers for distribution before the meeting



	Take minutes at each Board meeting and circulate to Board members in a timely manner.
Administrative & Management	Serve on committees as required
	Ensure a register of members is properly held and maintained
	Handle the procedures for the discipline, suspension and expulsion of members
	Handle the procedures for the resignation of members
	Organise General Meetings and notify Board members in advance
	Receive nominations for positions on the Board
	Keep in their custody all books, documents and securities, and make them available to members as requested
	Personally carry out administrative duties as assigned by the Chair
Promotion	Promote the Association in the community as opportunities arise
Negotiation	Serve (as nominated by the Board) in negotiation with other organisations
Legal	Keep the Common Seal of the organisation (if held)
Other duties	As outlined in the 'General Members Role Description'
	Must lodge the annual financial statements in accordance with Section 102 of the Incorporated Associations Reform Act (2012)

The Secretary is expected to:

- act in the best interest of the members at all times
- attend all Board meetings
- undertake the role in good faith and honesty

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived, between themselves and the Association, they should immediately notify the President of the conflict, who will immediately inform all other committee members.