



POSITION DESCRIPTION

Position Title

Secretary

Primary Purpose of Role

Fulfil the rules and responsibilities of the Secretary as outlined in the Rules of an Associated Corporation, maintain accurate records, books and documents as required.

General Duties of a Committee Member

- 1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- 3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, both personally and professionally.
- 4) Committee members must exercise their powers and discharge their duties—
 - a) in good faith in the best interests of the Association; and
 - b) for a proper purpose.
- 5) Committee members and former committee members must not make improper use of—
 - a) their position; or
 - b) information acquired by virtue of holding their position—
so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Key Responsibilities

- 1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association. Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.
- 2) The Secretary must maintain the register of members in accordance with rule 18; and keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75.
- 3) Subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents and perform any other duty or function imposed on the Secretary by these Rules.
- 4) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.
- 5) Ensure that the records of the Association are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- 6) Is sufficiently familiar with all current Association documents to note applicability.
- 7) Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- 8) Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained.
- 9) The Secretary ensures that official records are maintained of members of the association and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.

- 10) Ensure that proper notification is given of Committee and association meetings.
- 11) Manage the general correspondence of the Committee except for such correspondence assigned to others.

Key Skills*

- 1) Strong organisational skills.
- 2) Attention to detail and accurate record keeping ability.
- 3) Strong written and verbal communication skills.
- 4) Ability to communicate and respond in a timely manner using e-mail and SMS on mobile devices.

*or a willingness to learn and develop skills in the role