



respect • equality • inclusion

Role Description – Secretary Policy

Approved/effective date	190820
Due for review	190823

Prime Role

The Board of Management Secretary is responsible for ensuring board meetings are organised and held, membership applications are processed and the membership register is kept and key documents and records of the association are maintained. The Secretary is also the Public Officer of the organisation.

Responsibilities

The role involves the following responsibilities to:

- Report correspondence received to the Board of Management.
- Record minutes and ensure maintenance of records of all minutes of Board Meetings, Special Board Meetings, Annual General Meetings and Special General Meetings.
- Ensure Application for Membership processes are undertaken in accordance with the Rules of Incorporation.
- Ensure the Register of Members is maintained in accordance with the Rules of Incorporation.
- Undertake processes as required for Discipline, Suspension and Expulsion of members and Board members in accordance with the Rules of Incorporation.
- Ensure processes for the Notice of General Meetings in accordance with the Rules of Incorporation are followed.
- Receive requisitions and prepare for a Special General Meeting as specified in the Rules of Incorporation.
- Receive Notice of Motion from Member/s wishing to bring business before a General Meeting and include that business in the notice of the next General Meeting.
- Receive proxy votes from Members and ensure all the requirements of Rules of Incorporation are carried out.

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- Receive and act upon resignations from Board Members and Members of the Association.
- If applicable, control the Common Seal of the Association in accordance with the Rules of Incorporation.
- Control all books, documents and records of the Association except as otherwise stated in the Rules of Incorporation.
- Ensure annual returns and Service Agreement Compliance Certification are lodged in accordance with required timelines by ACNC and DHHS respectively.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Board.

In the main, the Secretary delegates aspects of the role to staff but at all times remains accountable and must ensure all responsibilities are carried out.

Election and Term

The Secretary is directly elected by the members of the Board of Governance at the Annual General Meeting each year and holds a one-year term.

Remuneration

The role is a volunteer position and no member of the Board shall receive any form of remuneration in return for performing his or her duties in the conduct of the Association.

Board Members may be reimbursed for actual incidental expenses incurred in the performance of their duties on behalf of the association