

The Puckapunyal & District Neighbourhood Centre

SECRETARY

All incorporated organisations must appoint a secretary, sometimes known as the public officer. The secretary is usually responsible for:

- Notifying the authorities of any changes in the official affairs of the organisation and its financial position;
- Keeping a record of committee members;
- Providing an annual statement;
- Ensuring all the legal requirements of incorporation are carried out; and
- Ensuring meeting minutes are taken, and for following up after the meeting to ensure people know what has been decided and what needs to be done before the next meeting.

Though some of these tasks may be carried out in consultation with other committee members or staff, or delegated, it is the secretary's responsibility to ensure they are done.

The Secretary is responsible for:

Governance

- ✚ Ensure all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so;
- ✚ Work with the committee to ensure all correspondence that relates to the committee is dealt with in a timely manner; and
- ✚ Know the rules of the organisation and take responsibility for all the legal requirements of incorporation, including lodging the organisation's financial statements.

Planning

- ✚ Assist the committee develop and implement a strategic plan for the organisation.

Meetings

- ✚ Arrange and attend all meetings;
- ✚ Assist the President to prepare the agenda;
- ✚ Ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed;

- # Ensure the minutes of the meeting are taken or delegated to a minute taker; and
- # Work with the President to ensure the meeting runs smoothly.

Administration Management

- # Ensure all letters are corresponded to and all documents are properly filed;
- # Maintain custody of all books, documents, records and registers of the organisation;
- # Maintain the register of members, management committee members and insurance policies.

Personal Attributes

- # Sound organisational skills;
- # Good communication skills, with the ability to communicate with committee members, and employees;
- # Commitment and Engagement – devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks; and
- # Well-developed interpersonal skills