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# SECRETARY ROLE DESCRIPTION

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## **Functions of secretary**

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes and attendance of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.
- (e) manage secretary email account
- (f) point of contact for members
- (g) authorise bank transactions
- (h) association reporting
- (i) checking PO Box & distributing mail
- (j) support president and treasurer with administration tasks

## **Minutes of management committee meetings**

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each management committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.