



POSITION DESCRIPTION

Position: SECRETARY

Term: 2 Years

Reference: By-Law 10.5

- a) To ensure the smooth operation of the administrative functions of the committee and Club and to assist in other functions as deemed desirable.
- b) To comply with sections 11, 14, 17, 18, 19 and 20 of the Club's constitution regarding the preparation and distribution of agendas prior to Club meetings. Agendas for Committee meetings should be delivered to members at least five (5) calendar days prior to the meeting.
- c) To consult with the President when preparing all agenda for Club meetings.
- d) To ensure members of the Committee provide their agenda items at least ten (10) days prior to the Committee meeting.
- e) To prepare and circularise agendas and other relevant reports, documents, voting papers etc, according to section 18, 19, 20, and 21 of the constitution.
- f) To prepare minutes of each Club and Committee meeting and distribute these to relevant members within seven (7) days of the meeting.
- g) To manage inward and outward correspondence appropriately, noting all such correspondence in the agenda for Committee meetings.
- h) To attend to any other secretarial matters referred by the Committee or President. This does not include matters more appropriately handled by the relevant sub-committee.