



POSITION DESCRIPTION - SECRETARY

Position title - Secretary

Responsible to - The secretary is accountable to the president and club members.

Objective - The secretary is the key person in charge of administration. The person provides accurate records.

Duties;

- Attend Committee meetings
 - Prepare and distribute an agenda prior to each General and Committee meeting and take minutes of said meetings , distribute as soon as possible after each meeting and compile any reports from Committee.
 - Ensure that the meeting agenda is followed.
 - Shall receive/remind Committee members of reports required prior to meetings.
 - Include copies of submitted reports into the minutes
 - Provide copies of Committee meeting minutes as requested and given at the discretion of the Committee.
 - Keep a record of past minutes and reports.
 - Set a date and take minutes for the Annual General Meeting, also providing the previous minutes.
 - Keeps a diary/calendar of all meetings, activities / deadlines.
 - Collect all club mail and actions or distributes it as required, holds key to post box if one is in use.
 - Collect and keep a record of all incoming and outgoing correspondence of the club and will keep the relevant members informed on correspondence in/out.
 - Maintain an up to date list of all Club and Committee Members.
 - Maintain a register of any Audits performed.
 - Check the clubs emails on a regular basis and forward to appropriate committee members
- info@grccc.org.au
- Recieve emails from AARCMCC
 - Maintain the clubs annual events calendar of key activities and deadlines
 - Act as the clubs main point of contact for Consumer Affairs Victoria