



MINUTE SECRETARY

STATUS: APPOINTED POSITION (NO VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Good Computer Skills
Good knowledge of email
Pleasant manner

Beneficial
Prior experience as secretary for a club or association
Working knowledge of all areas of responsibility

DUTIES AS LISTED IN BY LAWS:

The Duties of the Minute Secretary of the Association are:

- (i) Record the minutes of all meetings.
- (ii) Forward the minutes of the meetings to the Secretary within seven (7) days of the meeting.
- (iii) Be responsible for the writing and posting of all notices.
- (iv) Assist the Secretary with all duties.

RESPONSIBILITIES RE ABOVE DUTIES:

Take the minutes at all meetings, including AGM, Club Forum and Special meetings held throughout the year Executive Meetings as required.

Prepare these minutes to be sent Executive for approval before distribution to all relevant people, ensuring that they receive same prior to their next meeting.

As well as forwarding the minutes to the Secretary, be responsible for compiling all papers required to be sent to the club delegates/secretaries, executive members, web supervisor and any other relevant body prior to All Association and/or Executive Meetings which are held on a regular basis throughout the year.

With respect to the AGM, in conjunction with the President, the Secretary and Executive ensure that relevant minutes, end of year reports, all notices of motion, proposed changes to the Constitution or By-Laws, reports, nominations for elections and wherever possible our financial statements and any other relevant

papers are compiled into a bound document and are sent out to the clubs, executive members and any other relevant person at least 21 days before the AGM.

When requested and as required write notices and if necessary, arrange for them to be posted to the relevant people.

When and as required assist the Association Secretary to ensure the smooth running of all aspects of the duties listed under Secretary and Minute Secretary of the Association.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

Within reason produce any reports that may be requested by the President, or Executive Committee of the Association to assist them in their duties.

Any other duties as requested by the President through the year.