



# The Maryborough & District Committee On The Ageing Inc.

## Secretary Position Description

### *Overall*

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

### *Specifically*

- Plan and prepare the committee meetings and the AGM with others as appropriate.
  - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
  - Drawing up agendas together with the President.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next like committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.
- Ensure that committee meetings and the AGM are run according to the constitution<sup>3</sup> and Associations requirements.
  - Ensure nominations for Executive Members are received in time and in the correct format.
  - Ensure voting procedures are followed correctly.
  - Ensuring that any required business is dealt with (such as appointment of auditors).
- Ensuring that committee meetings including decisions and actions are adequately minuted.
- Ensure accurate and up-to-date membership records are maintained in accordance with the constitution and Associations requirements.
- To ensure that the requirements of Association are met;
  - that committee meetings are properly administered and recorded.
  - that the list of Directors at Companies House is kept up-to-date.
  - to ensure that the AGM, Executive General Meetings etc are properly administered.
  - that membership records are kept up-to-date.
  - that annual returns are made to regulatory bodies as appropriate and in the correct format.

### *Qualities*

- To be organised and methodical
- Able to take good minutes and keep accurate records.
- To be able to delegate and/or organised and methodical.
- Have knowledge of Incorporated Associations Act 1981 relating to the Secretary's role.
- Have a good knowledge of the organisation's own constitution.
- Able to give clear advice on procedural matters.