Role DESCRIPTION – Secretary



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service and constitution requirements.

**ORGANISATION PROFILE**

[Insert paragraph about the organisation]

Position Summary

The Secretary is accountable to the Committee of Management (CoM) for their performance and is responsible for ensuring compliance with the requirements of the [Associations Incorporation Reform Act 2012]. The Secretary provides advice to the President on governance-related matters.

**Note**: In an incorporated association the role of Secretary MUST be filled. They must be over the age of 18, agree to be the Secretary and live in Australia.

Principal Responsibilities

* Active member of Executive Committee alongside President, Vice President**,** and Treasurer
* Maintain the register of members of the association
* Distribute agenda for all CoM meetings
* Ensure Code of Conduct is completed by all CoM members
* Keep accurate records of all outgoing and incoming correspondence
* Ensure that all mail (paper and digital) is read/collected regularly and distributed accordingly
* Ensure that the Annual General Meeting (AGM) is held in accordance with the services constitution
* Accurately records and distribute the minutes of all meetings and related actions and maintains thes**e** appropriately
* Act as responsible person for fulfilling statutory requirements, such aslodging documents with Consumer Affairs Victoria (CAV)/ Australian Charities and Not-for-profits Commission (ACNC) and advising of changes within specified time frames/ lodging the statement of annual general meeting and financial statement within one month of the AGM, unless the registrar has allowed an extension.
* Ensure communication of news, business and important information about the association
* Work closely with key staff such as the Director, Business and/or HR Manager

**Note**:Mail addressed to staff should be re-directed to them and all other mail opened and recorded by the Secretary. Correspondence marked CONFIDENTIAL should be opened only by the person to whom it is addressed.

Term of Office

The [role] will be appointed/elected initially for a term of [insert number of years as per the constitution].

Time Commitment

The time commitment required of a [role] involves approximately [state estimated hours per week/month].

Skills

|  |  |
| --- | --- |
| General Skills | Business Related Competencies  |
| * Organisation
* Communication
* Time management
* Attention to detail
* Multitasking
 | * Administration
* Correspondence
* Scheduling
* Record keeping
* Coordination
 |

Key Information

|  |  |
| --- | --- |
| Email address and password: |  |
| IT username and password: |  |
| Document storage via [INSERT]:  |  |
| Relevant passwords: |  |
| Key contacts: |  |
| Distribution list/s: |  |
| Key dates: |  |
| Key methods of communication: |  |