



## Committee of Management - Position Descriptions

### SECRETARY

#### **Appointed By:**

Elected position from the Committee of Management.

#### **Qualifications and Experience**

Secretarial skills are not essential for this position, although sometimes helpful. An ability to take good, comprehensive notes and convert these into a logical, concise format, ready to type is all that is required.

#### **Prime purpose of the position:**

To take the minutes at Committee meetings and at the Annual General Meeting.

#### **General Responsibilities:**

- ☺ To assist the Executive Officer prepare and collate the monthly agenda.
- ☺ To record all relevant information and discussion as occurred at Committee meetings
- ☺ To maintain a file of all signed original copies of minutes
- ☺ Each month as soon as possible, pass on the minutes of each meeting to the Administration Officer for typing.

#### **Specific Duties:**

- ☺ Liaise with Executive Officer prior to monthly meeting to set Agenda.
- ☺ Ensure agenda and reports are ready for distribution prior to meeting.
- ☺ Take minutes of monthly meeting
- ☺ Take minutes of any extraordinary meetings of the Committee
- ☺ As soon as possible get the minutes to the Executive Officer for typing.
- ☺ File signed copy of previous months minutes
- ☺ Ensure all actionable items are highlighted to people and circulate these to the appropriate people as soon as possible after the meeting.

#### **Annually:**

- ☺ Record minutes of AGM, presenting previous year's minutes for approval and signing of Chairperson.
- ☺ Preparation of Annual General Meeting minutes as per monthly meetings
- ☺ Collect and submit all nomination forms for new Committee Members to AGM