

Position Description – SECRETARY

Position Objective:	Prepare minutes of all Executive, Committee and General meetings and arrange for their circulation. Reply to correspondence as directed by the Director-Administration or President.
Responsible To:	The Executive
Reporting Positions:	None
Financial Authority:	None
Functions:	<p>The specific tasks of the Secretary include:</p> <ol style="list-style-type: none"> 1. Overseeing the Association's compliance program and ensuring all company legislative obligations are met; 2. Establishing an annual board calendar to ensure timely completion of all business and reporting matters; 3. Ensuring that the agenda and board papers are prepared and forwarded to directors at least six days before the board meeting; 4. Recording, maintaining and distributing the minutes of all board and board subcommittee meetings as required; 5. Preparing for and attending all general meetings of the Association; 6. Recording, maintaining and distributing the minutes of all Annual and Special General Meetings of the Association; 7. Ensuring all requirements of Corporate Affairs are fully met; 8. Ensuring all requirements of the ATO are fully met; 9. Providing counsel for corporate governance principles and individual director liability; 10. Subject to provisions for shorter notice of a board meeting as per the constitution, notifying the directors in writing at least fourteen days in advance of a meeting of the Board; 11. To ensure that the organisation pursues its objects as defined in its governing document. 12. The Secretary is required to notify LSV and the appropriate Government Department by the prescribed form concerning: <ol style="list-style-type: none"> a) Appointment (within fourteen (14) days). b) A change of residential address (within fourteen (14) days). c) A change in the Club's Objects or Rules (within fourteen (14) days). d) The Club's financial affairs (within one (1) month after the Annual General Meeting). e) A change in the Club's name (within one (1) month). 13. The Secretary shall be deemed to have vacated the position in the following circumstances: <ol style="list-style-type: none"> a) Death. b) Resignation. c) Removal by the Management Committee or at a General Meeting. d) Bankruptcy or insolvency. e) Mental illness. f) Residency outside Victoria. <p>When a vacancy occurs in the position of Secretary, the Executive Committee shall, within fourteen (14) days, notify the appropriate Government Department by the prescribed form and appoint a new Public Officer.</p>