



Position Name: Secretary

Reports to: President

Job Summary

The role of the Secretary is to ensure meetings are organised and minuted efficiently, administration is maintained, records and governance requirements are met.

Desirable Attributes

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential

Primary Duties & Responsibilities

Specific duties include but are not limited to:

- Maintain records of the Board and ensure effective management of Organisation's records
- Manage Minutes of Board meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Development of the agenda in consultation with other Board members and distribution prior to the meeting
- being sufficiently familiar with all current Organisation documents to note applicability during meetings
- Enable and authorise people to help with the Board's business. This includes arranging for Chairperson to sign a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Organisation are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Board members, Board meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Organisation and Board. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Board and Organisation meetings as specified in the bylaws



- Manage the general correspondence of the Board except for such correspondence assigned to others
- Help and lead the Board in providing systematic communication from the Board to Organisation members and other relevant stakeholders.