



Secretary's Role Description

The Secretary is responsible for the documentation and communication of activities of the Committee.

- The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies.
- The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.
- Communicate information between the Association and members such as events.
- Liaise with the President and other committee members when required.

The Secretary is responsible for -

- Keeping minutes of all elections and appointments of office-bearers and ordinary committee members; and all committee and general meetings.
- The names of all members present at committee and general meetings.
- Preparation of agendas and distribution of minutes.
- Receipt and dissemination of correspondence to and from the club.
- Ensuring that minutes of proceedings at a meeting are signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- Giving appropriate notice for meetings to members in accordance with the *Associations Incorporation Act 1991*, the *Associations Incorporation Regulation 1991* and the CDDC constitution.
- Maintain Register of member's names, addresses, date membership commenced and ceased, including life members.
- Maintain filing system and electronic archiving of historic material.
- Work with the incoming Secretary to ensure smooth transition.
- Manage the Desmo Owners Club Welcome Kits.
- Custody of the Club laptop and hard drive storage device.