

YOUTH WORK NSW

ROLE DESCRIPTION – SECRETARY

Position title: Secretary

Position Summary:

The Secretary is responsible for maintaining records of the Committee, effective management of the Association's records, and the functional administration of the Association.

Reports to: Executive Committee, Convenor, General Secretary

Attributes:

The Secretary will:

- be organised
- have computer skills
- be a good communicator
- be able to maintain confidentiality.

Duties may include (but are not limited to):

- Dealing with the Association's correspondence
- Recording the minutes of Committee and General meetings and ensuring the minutes are distributed to members after each meeting
- Consulting with the Convenor and General Secretary to prepare the agenda and ensure its distribution prior to Committee Meetings and General Meetings
- Preparing notices required for meetings and for business to be conducted at meetings. Ensuring these are administered according to the constitution and by-laws of the Association
- Maintaining the register of members, and recording in the register any changes in the membership
- Maintaining a record of Committee Members and other persons authorised to act on behalf of the Association
- Monitoring the website for accuracy and currency
- Ensuring the safe custody of the books and records of the Association.
- Ensuring that the records of the Association are maintained and managed as required by law.

- Making the Association records available when required by authorised persons and for use by the Association.
- Maintaining an up-to-date copy of the rules of Association, required under the Act;
- Carrying out any other duty given to the secretary by the Committee.