



## 2017/ 2018 WAMBA Committee Position Description - Secretary

The Secretary is responsible for the documentation and communication of the activities of the Association. They are the primary administration officer of the Association, and provides the coordinating link between the Association, members and stakeholders.

### Responsibilities:

- Attend all committee meetings.
- Ensure that accurate and sufficient documentation exists to meet legal requirements.
- Ensure that the records of the Association are maintained as required by law, and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- In the absence of the President and Vice President, chair Committee meetings ensuring that they are run efficiently and effectively.
- Serve on the Executive Committee.
- Maintain records of the Committee and ensure effective management of the Association's records.
- Prepare meeting agenda in consultation with the President, and distributed prior to the meeting.
- Make arrangements for and send adequate notice of the committee meetings.
- Collect and collate reports from relevant committee members.
- Send out previous meeting minutes and other relevant supporting material prior to meeting.
- Provide an up-to-date copy of the Constitution at all meetings.
- Prepare and distribute meeting minutes to all members and stakeholders via website and email.
- Receive and disseminate correspondence to and from the members promptly.
- Maintain the affiliated clubs register, and ensures these records are available when required for reports, elections, referenda, other votes, etc.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.

The Secretary should:

- Be able to communicate effectively;
- Be well organised and have excellent computer skills;
- Have a sound knowledge of the principles of good governance;
- Be well informed of all Association activities;
- Be aware of the future directions and plans of members;
- Have a good working knowledge of the constitution, rules and the duties of all office bearers and sub-committees;
- Participate as a vital part of the committee leadership; and
- Maintain confidentiality on relevant matters.

As with all the volunteer committee positions, there are statutory requirements that must be adhered to. If you are considering this role, please inform yourself of the requirements and responsibilities. This guide is a useful reference: <http://www.dsr.wa.gov.au/clubs/club-roles/secretary>.

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If you are interested in the role or would like some more information, please contact past Secretary, Jodie Stenbridge at [secretary@wamba.org.au](mailto:secretary@wamba.org.au).

