

Position: Club Secretary and Assistant Secretary

NOTE: It is up to the Club Secretary and Assistant Secretary to allocate the following tasks between them. However, both need to be familiar with the overall position description in the event of either being absent or unable to continue in the position.

Remember - everything discussed at a committee meeting is CONFIDENTIAL and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.

Overview of Main Duties:

Administration:

- Provide administrative support for all club meetings by keeping a record (minutes) of monthly committee and club meetings and any extraordinary meetings. This includes individual committee members' reports. (A summary is acceptable.)

CONFIDENTIAL: Membership:

- Maintain an up-to-date and accurate register of members' names, postal and email addresses, telephone numbers, joining date, second club, transfer and birthday month in a secure location. This is especially necessary for Decade pins. **These details must not be passed on without the permission of the member concerned except to National Office, National and Zone Councillors.**
- Abridged Meetings may be held for a club birthday, special fundraising function or Christmas Meeting. The agenda must include tabled minutes for the previous meeting, tabled Treasurer's report and other reports as agreed by the committee.
- Ensure that all minutes are ratified at the following meeting, amendments noted and then signed by the President (or chairperson) and Secretary.
- Keep accurate minutes of the Annual General Meeting and ensure minutes are ratified the following year.
- Invite **Guest Speakers** to address a meeting. Mention proposed topic for presentation, no fee payment, complimentary meal if desired, location, time, required equipment etc. (Reasonable travel cost can be negotiated.) If invitation is accepted, request a brief resume. One week prior to the meeting, contact as a friendly reminder. Meet and greet the guest speaker; introduce and thank (or request a member to do so); present with a small gift and/or Certificate of Appreciation.
- Be familiar with the rules of VIEW and ensure that there is a copy available for reference at committee and club meetings
- Note any amendments to policies and procedures, and changes to the rules of VIEW.
- Keep a copy of the current **Certificate of Currency (Public Liability & Personal Accident Insurance)** document on file.
- Retain a copy of the **Food Handling Policy** and ensure guidelines are followed by the club.
- Present new or potential members with a **Welcome pack** and **Membership application** form.

Records:

To comply with statutory requirements, it is important that club information is kept for the following period:

- **Minutes of Inaugural Meeting** – continuous or until club closure when they are returned to the History Subcommittee.
- **Minutes of AGMs** – continuous
- **Membership records** – continuous - required for transfers, second club, decade pins
- **Club Charter-** continuous
- **Minutes of Committee and Club meetings** – 5 years
- **Club correspondence (including National Office)** – up to 12 months
- **All financial records** – 7 years

Communication - External and Internal:

NOTE: Correspondence is both email and hard copy.

- Maintain a list of **Correspondence Inwards and Outwards** for recording in the Minutes.
- Ensure club mail is forwarded to the appropriate committee member.
- Prepare and respond to all correspondence promptly and as agreed by committee/club. Send apologies if unable to attend functions, acceptances if attending, “thank yous” etc.
- Ensure that notice of the **Election** of Committee is given to members at least two months before the election is due.
Ensure **nomination forms** are available and returned as specified to the Secretary in an envelope before the election date. The Secretary hands these to the Zone Councillor or her representative on the day of the election/AGM.
- Notify and invite the Zone Councillor or her representative to conduct the election.
- Ensure that **Resolutions** are presented to club members for debate as soon as received from National Office. (Feb/Mar)
- Provide **voting papers** to each financial member for her individual vote (unless she intends to vote at Convention). If requested a voting paper could be sent to an absent member.
- When voting papers are completed, they are returned to the Secretary to collate all votes, record results on the **Club Voting Tally sheet** and return to National Office by the due date. (End August)
- **Maintain a \$50 Petty Cash Account (receipts required to substantiate costs for reimbursement by Treasurer.) Petty Cash will be “topped up” as required.**
- Send invitations to other clubs at least 2 months in advance of a function (e.g. birthday)
- Notification of club functions and outings are to be sent to National Office as soon as organised to ensure Insurance coverage.
- Mail birthday cards/correspondence/gifts to *Learning for Life* sponsored student 2-3 months in advance.
- Invite the Zone Councillor to the club birthday, election/Annual General meeting or ordinary club meeting – maximum of 2 visits per year.
- Invite the National Councillor to the Club Birthday (or other meeting) at no cost to her = 1 meeting per year. Arrange with the National Councillor which meeting she will attend to present Powerpoint presentation.

- **Stock orders** are requested on the Purple Stock Order Form. (1 request per month, Check mailout schedule provided by National Office)

Meetings:

Empty MAIL BOX preferably weekly and especially BEFORE each COMMITTEE and CLUB MEETING.

- Take last month's minutes and minute book to meetings.
- In conjunction with the President, prepare agendas for committee, monthly club, AGM and special occasion meetings. Provide copy to all committee members prior to the meeting.
- Table a copy, read or email minutes of all meetings, including a summary of all club correspondence (email and hard copy). Take all club correspondence to meetings in correspondence file.
- Confirm that the Assistant Secretary has booked the venue for the next club meeting.
- Advise the venue/caterer of final numbers for the function by the due date. Provide the Treasurer with a list of guests expected at the function.
- Near year's end, book venue for the next 12 months for club meetings.
- After monthly meetings –
 - Type up minutes.
 - Follow up on any decisions made at meetings as required.
 - Reply to correspondence and file.
 - Provide apologies list to responsible committee member to follow up members who did not attend.
 - Provide copy of newsletter to members who requested same via a stamped self-addressed envelope supplied by the members or email to members unable to attend the meeting - this helps in the retention of members.
 - Provide copy of monthly committee and club minutes plus newsletter to Zone and National Councillors.
- Keep National Office informed of new members as they join as well as transferring and second club changes by completing the Membership Application/Changes to Database forms.
- Club Membership lists are sent to each club by National Office at the beginning of the year. Liaise with the Treasurer to ensure the details of the annual membership list of financial members are correct before sending to National Office. Amend and return lists to National Office by 31 March.

Respect and nurture of absent members:

Monitor and stay in contact with sick and absent members.

NOTE: The Club Secretary should request assistance from the Assistant Secretary and Vice-President when needed. Other committee members should be approached for help as required.

When vacating office at the end of term or election of new person, hand this document to the incoming person so she is aware of her obligations and responsibilities.

Hand over all Minutes, Lists and Records.