

## **Committee Secretary**

### **Prime Role**

The Committee Secretary is responsible for ensuring committee meetings are organised and held, membership applications are processed & the membership register is kept and key documents and records of the association are maintained.

### **Responsibilities**

The role involves the following responsibilities to:

- Report correspondence received to the Committee of Governance.
- Record minutes and ensure maintenance of records of all minutes of Committee Meetings, Special Committee Meetings, Annual General Meetings and Special General Meetings.
- Ensure Application for Membership processes are undertaken in accordance with the Rules of Incorporation.
- Ensure the Register of Members is maintained in accordance with the Rules of Incorporation.
- Undertake processes as required for Discipline, Suspension and Expulsion of members in the Rules of Incorporation.
- Ensure processes for the Notice of General Meetings in the Rules of Incorporation are followed.
- Receive requisitions and make preparations for a Special General Meeting as specified in the Rules of Incorporation.
- Receive Notice of Motion from Member/s wishing to bring business before a General Meeting and include that business in the notice of the next General Meeting.
- Receive proxy votes from Members and ensure all the requirements of Rules of Incorporation are carried out.
- Receive and act upon resignations from Committee Members and Members of the Association. Ensure that all requirements of Resignation, Discipline, Suspension and Expulsion of Members and Removal of a Committee Member in the Rules of Incorporation are carried out.
- Control the Common Seal of the Association in accordance with the Rules of Incorporation.
- Control all books, documents and securities of except as otherwise stated in the Rules of Incorporation.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

In the main, the Secretary delegates aspects of the role to staff but at all times remains accountable and must ensure all responsibilities are carried out.

### **Election and Term**

The Secretary is directly elected by the members at the Annual General Meeting each year and holds a one year term.