

1. Role

To ensure the affairs and meetings of the Board are recorded in an accurate manner and according to the Incorporated Societies Act 1908.

2. Desired skills and attributes

- Organisational skills
- Understanding of and commitment to the organisation's vision and mission
- Ability to prepare effective agendas and minutes of meetings
- Ability to gift approximately 2 hours a week to the performance of the role

3. Outcomes

This position reports to the Chairperson

4. Responsibilities

1. Maintain a list of membership of the organization;
2. Ensure minutes are kept of all Board meetings;
3. Ensures that meetings are only held with a quorum in attendance;
4. Ensures an accurate record is kept of all motions and decisions at a meeting;
5. Maintain a list of attendance at Board meetings;
6. Keep copies of the Constitution and policies;
7. Distribute minutes of a meeting within one week of that meeting occurring;
8. File any amendments to the constitution and other incorporating documents to the Charities Commission promptly;
9. Ensure members are given appropriate notice of any General Meetings;

10. Give an appropriate hand-over to a new Secretary upon completion of appointment;
11. Participate as a member of the Executive Committee; and
12. All of the responsibilities of a Board member.

5. Executive Limits

1. As delegated by the Board.
2. To operate within the Constitution
3. To operate within the financial guidelines
4. To operate within the framework and stated policies

6. Term of Office

The term of office for the Secretary is a period of one year.

7. Performance Evaluation

The performance of a Secretary is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.