



Whittlesea Community House Inc

POSITION DESCRIPTION

SECRETARY

The Secretary is the information manager of the committee. The role of the secretary is to prepare, distribute and store copies of all the information that is provided by and for the committee. This includes the agendas, minutes of previous meetings, reports, the constitution, policies and procedures and membership lists. The secretary is a position elected from the Committee of Management.

General Responsibilities

- deal with correspondence to and from the organization
- ensure there is a flow of information between the management group, wider membership and the community
- ensure the official files and records are stored and maintained
- keep a true and accurate record of all discussions and decisions of the meetings (the minutes)
- ensure that there is a replacement Secretary to handle all the tasks, particularly the minute taking, if the secretary cannot attend a meeting
- maintain a file of all signed, original copies of the minutes

Specific Responsibilities

- prepare the venue for meetings, including refreshments, seating, etc
- type or organize typing the agenda, background material and minutes and prepare sufficient numbers for distribution
- assist the President with collation of reports and agenda, ready to issue at least 2 days prior to the meeting
- take minutes of the meeting
- prepare minutes, proofread and copy sufficient numbers for distribution
- ensure action items are clearly marked for the attention of each member
- support individual members to ensure they undertake the tasks they have agreed to do at the meeting
- file saved copy of previous months minutes
- acknowledge special contributions by management and other group members
- keep the policy and procedures book, adding and/or amending new policies and procedures as they are made



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