

ROLES & RESPONSIBILITIES

CLUB SECRETARY

- To support the President to ensure the Management Committee functions smoothly. The Secretary is responsible for ensuring meetings are effectively organized and minutes prepared. The Secretary is required to maintain up to date records and be the key point of contact for the club
- Become acquainted with the club's Constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings
- Record minutes of Committee Meetings, General Meetings and Annual General Meetings and present these minutes at the following meeting as a true and correct record of proceedings. Circulate to Committee members up to 5 days following the meeting
- Ensure minutes are signed by the President or Chair of each meeting. Refer to the Minutes section of the Probus Handbook
- In consultation with the President prepare agendas for the Management, General and Annual General Meetings and issue formal notices as required
- Issue notices for the election of Committee members and nomination and proxy forms in accordance with the Clubs Constitution
- Keep an up to date list of current Committee members including addresses, phone numbers and email addresses. This makes it easy for the distribution of Agenda and Minutes Ensure that when emailing, the use of the BLIND COPY facility is used to protect the privacy of members
- Advise PSPL of changes to the club's membership list including the payment of prorated capitation fees as required. Refer to Treasurer. This process ensures that all new members are provided with a Probus card

- Before vacating office, brief his/her successor on the role of Secretary and any outstanding matters and hand over all records. This includes the key to the Post Office Box 193 at the Castle Hill Post Office
- Collect mail fortnightly, especially on or near the Monday prior to the monthly Committee Meeting. After the meeting file such correspondence in the appropriate files
- Every second month the supply of the *Retirees* magazine is received by post. (When collecting from Post Office, best to use a shopping trolley to convey to the car)
- Liaise with the Public Officer and Treasurer regarding the preparation of the Annual Fair Trading Report and ensure it is submitted on time
- Leave of Absence requests initiated by Members are sent to the Secretary by email and presented for approval at the monthly Committee Meeting. Advise members of the outcome
- Changeover in March requires the ordering of President's Collar Bar, President's Pin and Past President's Pin. These can be ordered from AFT Merchandise and Promotions as per the catalogue on file

Notes for General Meeting Program

- The Membership Officer will provide details of attendance i.e numbers of those present, apologies, leave of absences and no shows. Also, names of visitors, which are handed to the President for formal welcome
- Prepare minutes as per the existing format and place on the Notice Board at the following meeting. File each set of minutes in the appropriate file
- Attach to the notice board the latest copy of the Financial Report as prepared by the Treasurer. Once it has been displayed destroy
- Following each meeting the Membership Officer will email details of attendance to be included in the minutes

Induction of New Members

- The special Events Officer will arrange for the supply of badges for each member to be inducted. Prepare an information envelope for each

inductee. The content of the envelope to be in accordance with that currently in use. (See file- Probus/Membership/New Members

- Attend monthly Committee Meeting.