

ROLES & RESPONSIBILITIES

CLUB SECRETARY

- Support the President to ensure the Management Committee functions run smoothly, are effectively organised and minutes prepared.
- 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 within 5 days of the meeting.
- Ensure minutes are signed by the President or Chair of each meeting. Refer to the Minutes section of the Probus Handbook.
- Assist the President as necessary in the preparation of agendas for the Management, General and Annual General Meetings and issue formal notices as required.
- Issue notices for the election of Committee Members. Provide nomination and proxy forms in accordance with the Club's Constitution.
- Keep an updated list of current Committee Members including addresses, phone numbers and email addresses. This makes it easy for the distribution of agendas and minutes. When emailing, the use of the BLIND COPY facility is to be used to protect the privacy of members.
- Before vacating office, brief his/her successor on the role of Secretary, any outstanding matters and hand over all records. This includes the key to the Post Office Box 193 at Castle Hill Post Office in Old Northern Road.

- 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 and issue a copy to Website Editor / IT Officer for archiving.
- 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 the 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.
- Monitor the suggestion box and bring any relevant matters to the attention of the Management Committee.

Notes for General Meeting Program.

- The Membership Officer will provide details of attendance i.e. numbers of those present, apologies, leaves of absence and no shows. Names of visitors are to be 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 it is to be destroyed.
- Following each meeting the Membership Officer will email details of attendance to be included in the minutes.

Induction of New Members.

- The Special Events Convenor 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 used. (See file – Probus/Membership/New Members).

Attend the monthly Committee meeting.