

**POSITION DESCRIPTION – SECRETARY**

a: PO Box 8183 Warnbro WA 6169 | e: enquiries@dgawa.com.au | w: www.dgawa.com.au



Reports to: The Committee, and the Members of the Association

Term: 1 Year

**General Description**

The Secretary is the chief administration officer for the Association. This person provides the coordinating link between members, the committee, and outside agencies.

**Constitutional Requirements**

The Secretary must –

- (a) Co-ordinate the correspondence of the Association;
- (b) Keep full and correct minutes of the proceedings of the Committee and of the Association;
- (c) Comply on behalf of the Association with-
  - (i) Section 53 of the Act with respect to the register of members of the Association, as referred to in rule 6;
  - (ii) Section 35 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - (iii) Section 53 of the Act by maintaining a record of -
    - The names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 22; and
    - The names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
- (d) Unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and
- (e) Perform such other duties as are imposed by these rules on the Secretary.

**Specific Responsibilities**

- Attend all committee and general meetings.
- Receive all incoming mail.
- Prepare the agenda for association (annual, general and committee) meetings in consultation with the President.
- Make arrangements including venue, date, and times for association meetings.
- Send adequate notice of meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions within the association for the Annual General Meeting (AGM).
- Take the minutes of meetings.
- Maintain registers of members' details.
- Ensure new memberships are approved at a committee meeting or through Microsoft Teams.
- Effectively communicate information between the member bodies.
- Be the point of contact for all members and non-members enquiries.

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### Additional Duties

#### Memberships:

The Secretary is in control of all membership requirements. This may include but is not limited to:

- Advising members of renewal dates
- Collating and processing renewal documents
- Distributing renewal/non-renewal documents
- Collating and processing new membership documents
- Distributing new membership documents and items in conjunction with the Media committee
- Formulating in conjunction with the Media and Events teams, membership drives and specials

These duties are allocated to the Memberships committee member who works in direct conjunction with the Secretary, however it is the responsibility of the Secretary to ensure the membership requirements are met.

### Relationships

- Accessible to all Committee and members.
- Works closely with the President and Treasurer.
- Maintains personal contact with other national, state, regional or local associations and institutions as appropriate.

### Qualifications

- Active voting member of the association for a minimum of 12 months.
- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.
- Ability to professionally represent the association.

### Time Commitment

- Regularly scheduled meetings are bi-monthly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Office bearer must be prepared to spend approximately 10 hours per week on Association commitments.
- At peak times such as events and membership renewals the required weekly time may increase significantly.
- Further time commitments will be required as determined.