

LICENSING, REGULATION AND ALCOHOL STRATEGY

The Role of the Secretary *Associations Act 2003*

The attributes of an effective Secretary include:

- Ability to communicate effectively;
- Ability to think clearly and positively;
- Maintain confidentiality on relevant matters;
- Manage and supervise others;
- Organise and delegate tasks;
- A good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.

The duties of the Secretary should be stated in the association's constitution. The usual duties of the Secretary is to perform tasks before, during and after meetings. These include:

- Maintain associations correspondence in & out records;
- Draft correspondence as required;
- Make arrangements for meetings;
- Provide notice of meetings and agendas;
- Take accurate and concise minutes;
- Write up and circulate minutes;
- Ensure minutes are signed once ratified at the next meeting;
- Maintain minute folder/book;
- Follow up on 'action' points.

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