



BUSINESS AFFAIRS

The Role of the Secretary

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.

For further information contact Business Affairs phone (08) 8999 1315

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