**Secretary**

**Role Description**

**CoM Title:**  Secretary

**Responsible to:** CoM President/Chair/Directors/Stakeholders

**Liaises with:** All CoM members, Manager/Coordinator, Office Admin staff

**Location:** Address of Organisation

**Time Fraction:** Not applicable

**Employment Mode:** Volunteer

**About the Organisation**

Insert org name is a community based not-for-profit Learn Local Adult Education Centre and Neighbourhood House (NH) which has been offering many different activities and classes for members of the community for (00?) years.

This welcoming, friendly and professional House provides activities that focus on adult education, in particular eg; *English, Literacy and introductory level information technology courses.* The House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) backgrounds and also provides eg; *Occasional Childcare and After School Tutoring programs.*

Insert org name is a Child Safe organisation. (See below for an abbreviated version of our Child Safety Statement). *Include only if relevant or needed.*

**About the Role**

The Secretary ensures that the Association operates according to the Rules (constitution) of the insert org name Association (the Association). Ensure that meetings are run as per these Rules. The Secretary must be a current member of the insert org name.

## Key Selection Criteria

* Demonstrated ability to attain and retain organisational knowledge
* Attention to detail alongside time management skills
* Respect and uphold confidentiality
* Integrity and independence
* Good communicator with strong computer skills
* Undertake successful checks of the following:
* National Criminal Police Check
* Working with Children Check (WWCC)
* Banned and Disqualified Check
* National Personal Insolvency Check

The above checks will be undertaken on your behalf by the House. *Some of these checks will not be relevant to some houses.*

**Duties and Responsibilities**

* Maintain the register of members both of the Association and Committee, including active and recently inactive members. Contact members in relation to their membership
* Provide members with access to the register of members, the minutes of general meetings and other books and documents as appropriate
* Record accurate Minutes of meetings. Ensure that a copy of the final / approved minutes is maintained in the corporate records, including availability to the appropriate audience (as outlined in the Rules of the Association).

Requirements of Minutes include:

* date, time location of meeting
* list of those present and absent
* list of items discussed
* list of reports presented
* text of motions presented and description of their disposition
* Provide items for the Agenda of meetings as appropriate

The Secretary is the official representative of the Association to external bodies and institutions (such as registering bodies) and needs to do the following [some of these things may be delegated to the NH Manager/Coordinator to do:

* Notify Consumer Affairs Victoria of the Secretary appointment or a change of the Secretary’s details
* Notify Consumer Affairs Victoria of a change of the association’s registered address by lodging a Change of Association Details form. No fee is required
* Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee
* Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
* Apply to Consumer Affairs Victoria for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee
* for the purposes of the Rules and the Associations Incorporation Reform Act 2012 and any regulations made there under, the Secretary is one of the signing officers of the Association for certain documents – and may also be authorised or required to sign or countersign (cheques, correspondence, applications, reports, contracts or other documents) on behalf of organisation
* In the absence of the President/Chair and Vice-President/Vice-Chair the Secretary may chair meetings of the Association.

**More unusual duties that can arise:**

* Apply to the Registrar for approval of a name change within 1 month after passing a

special resolution

* An Application for Change of Association Name must be lodged

with the prescribed fee

* Notify Consumer Affairs Victoria of a special resolution in relation to wind up and

distribution of the assets of the association.

**Child Safety**

*This is mandatory if you are a required by law to declare your organisation as being Child safe eg; run a Childcare service or services that deal directly with minors.*

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [*inser*](http://www.lalorllc.vic.edu.au)*t organisation’s website* also placed in several visible locations throughout the *organisation’s* site.

*The above statement is an example excerpt from a more comprehensive Childsafe Statement required by law where applicable. There are many websites that offer complete examples of acceptable Childsafe Statements for this purpose.*

Signed……………………………………….. Date………/………/……………