



ROLE OVERVIEW: SECRETARY

GOVERNANCE	<ul style="list-style-type: none">• Ensure the preparation and adoption of appropriate Board policies
PLANNING	<ul style="list-style-type: none">• Ensure [in partnership with the Board] the review of the organisation's Strategic Plan, and other consequential documents (Business Plan, Communication Plan, etc.)• Ensure that appropriate Standing Orders are in place
MEETINGS	<ul style="list-style-type: none">• Organise the venue for Board meetings• With the Chair, prepare the agenda in advance of each Board meeting• Organise meeting papers for distribution before the meeting• Take minutes at each Board meeting and ensure their circulation to Board members• Take minutes at each General Meeting and ensure their circulation to members of the organisation
ADMINISTRATIVE AND MANAGEMENT	<ul style="list-style-type: none">• Serve on the Executive Committee between Board meetings• Serve on Board committees as required• Responsible for the maintenance of a register of members• Handle the procedures for the admission of new members• Handle the procedures for the resignation of members• Handle the procedures for the discipline, suspension and expulsion of members• In conjunction with office staff, organise General Meetings and notify members in advance• Receive nominations for positions on the Board• Keep in their custody all books, documents and securities, and make them available to members as requested• Personally carry out administrative duties as assigned by the Chair
MEDIA	<ul style="list-style-type: none">• Under the Media and Social Media Policy, serve as spokesperson for the organisation as appropriate
LEGAL AND ETHICS	<ul style="list-style-type: none">• Ensure the safekeeping of the Common Seal of the organisation• Adhere to Living Positive Victoria's Code of Ethics