

<p>JOB TITLE: SECRETARY</p> <p>JOB CATEGORY: EXECUTIVE COMMITTEE</p>	
<p>INCUMBENT:</p> <p>Contact Details:</p> <p>Email:</p> <p>Mobile:</p>	
<p>ROLE</p>	
<p>The secretary of the association must lodge notice with the association of his or her address.</p> <p>It is the duty of the secretary to keep minutes of:</p> <ul style="list-style-type: none"> a) all appointments of office-bearers and members of the committee; b) the names of members of the committee present at a committee meeting or a general meeting; and c) all proceedings of committee meetings and general meetings. 	
<p>RESPONSIBILITIES:</p>	
<ul style="list-style-type: none"> • Act in accordance with the Constitution and policies of Bathurst U3A; • Keep the minutes of the meeting of the Management Committee and, after consulting with the President, prepare agendas for meetings; • Distribute a copy of the minutes to all committee members, Patrons and the Public Officer and paste a copy into the Minutes Book along with the Treasurer’s Report, list of Monthly Correspondence and any other reports received in writing; • Liaise with the President and Treasurer between and at meetings; • Be responsible for all incoming and outgoing correspondence; • Collect mail from the PO Box and The Neighbourhood Centre; • Prepare a list of correspondence received and sent for the monthly meeting and have available at meetings in case it is needed; • Maintain a file of all correspondence • When require, write letters on behalf of the Management Committee; • Answer all queries via phone/email/mail/website and/or refer them to the relevant committee member; • Arrange the purchase of stationery as necessary; • Place an ad in <i>The Western Advocate</i> 3 weeks prior to the AGM; • Email details of AGM to all members; • Forward copies of minutes and financial report to all members present at the AGM; • Take minutes of the AGM; and • After the AGM, prepare a register of executive members, all Committee Members and the Public Officer. 	
<p>Approved by: Committee</p>	<p>Date: 7 March 2023</p>