



Responsibilities - SECRETARY

1. Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on correspondence (email and regular mail) received/sent since last meeting and any other business.
2. Record, save and distribute Committee Meeting Minutes.
3. Check Gmail account weekly (at a minimum) to delete unwanted emails, respond to enquiries, and file relevant emails (as per the mailboxes listed under Inbox).
4. Check P.O. Box 737 at Cairns North Post Office (361-363 Sheridan St) at least weekly (key available).
5. Approve mail-outs from committee members using the various club emails.
6. Banking: Approve Bendigo Bank payments made by the Treasurer (President and Overseas Trip Coordinator are also a co-signatories).
7. Contribute to the Club facebook page, including administration – adding of new members and removal of members who post inappropriate material e.g. spam.
8. Attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information.
9. Prepare a “Secretary’s Report” at the end of the year for the Club AGM (July).

(See Procedures- Secretary for details)