Responsibilities - SECRETARY

1. Committee meetings:
    - Prepare draft agenda (for Presidents approval)
    - send out meeting notice and any papers required for the meeting
    - Attend monthly Committee meetings and report on any relevant correspondence (email and regular mail) received/sent since last meeting and any other business
    - Record Committee Meeting Minutes and send out a draft to the committee for review as soon as possible after each meeting
    - Maintain Action Register for actions identified in the committee meetings.
2. Attend and assist with monthly Members meetings and report on any relevant information to members.
3. Monitor club email account, respond to enquiries or forward to relevant committee member.
4. Management Committee - in preparation for the AGM, take nominations for membership of the Committee and provide to the Returning Officer.
5. Check P.O. Box 737 at Cairns North Post Office (361-363 Sheridan St) approximately monthly.
6. Review & Approve Bendigo Bank payments made by the Treasurer, President and Overseas Trip Coordinator.
7. Contribute to the Club Facebook page, including acting as an Administrator.
8. Prepare a “Secretary’s Report” at the end of the year for the Club AGM (July).
9. Maintain Club documents on the Shared Drive - procedures etc
10. Maintain members benefits document
11. Any other Secretarial tasks as per Constitution.

Last Updated 07/10/2024