**SECRETARY**

**Role:**

The role of the secretary is to support the chair in ensuring the smooth functioning of the Committee. In organisations without paid staff, the secretary may take a greater role in the day-to-day administration of the organisation. The Secretary’s tasks include:

**Ensure Responsible Administration**

\* After AGM is held – change the Secretary’s name on myCAV (Consumer Affairs Victoria)

\* Lodge the Annual Statement on myCAV within 2 week of the AGM being held. Information required obtained from the Treasurer.

\* Ensure that new Committee elected have a copy and read the Model Rules. Any new implement changes of the Model Rules also to be discussed.

\* Notify Auscycling and local Council of new Executive Committee.

\* To prepare agendas in consultation with the Chair (President).

\* To circulate agendas and any supporting papers in good time – at least 1 week prior to meeting held.

\* To receive agenda items from other committee members.

\* To check that quorum is present – as per Model Rules.

\* To minute meetings and circulate the draft minutes to all committee members.

\* To ensure that the chair signs the minutes once they have been approved.

\* To check that committee members have carried out action(s) agreed.

\* To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.

\* To ensure up-to-date records are kept of committee membership.

\* Read and respond to emails from info@knoxbmx.com.au

\* Email members information that is required.

\* Assisting/Liaise with President regularly.

**Qualities and Skills Required**

* Organisational ability.
* Experience of committee work and procedures.
* Minute-taking experience.
* Good communication and interpersonal skills.
* Impartiality, fairness and the ability to respect confidences.
* Approachable and sensitive to the feelings of others.
* Well organised and an eye for detail.
* Ability to work well with the Chair.
* Good time-keeping.