

SECRETARY

The Secretary is an Executive Committee Member. This member maintains regular contact with all committee members to promote the efficient and effective running of the committee.

The *Associations Incorporation (Reform) Act 2012* requires the secretary to:

- maintain the register of members of the Association
- keep custody of the common seal (if any) and except for the financial records, maintain all books, documents and securities of the Association
- subject to the rules of the Association and the Act, provide members with access to the register of members, the minutes of general meetings and other books and documents
- perform any other duties and functions as required by the rules/constitution of the Association.
- prepare relevant documentation prior to committee meetings, develop the agenda with the President and circulate the minutes of the last committee meeting promptly to enable committee members to follow up any actions
- ensure members of the association are kept informed about the business and activities of the association
- accurately record the minutes of all meetings and related actions and maintain these appropriately.
- file minutes once the appropriate procedures have been completed
- manage records in accordance with any legal or procedural requirements
- fulfil the responsibilities required by the *Associations Incorporation Reform Act 2012*, including submitting annual returns of the association to Consumer Affairs Victoria.