



THE ROLE OF THE SECRETARY

The secretary should be a **'sounding board'** for the president so that ideas can be safely bounced around and challenges explored.

THE SUPPORT

THE SECRETARY IS THE
ADMINISTRATOR OF THE
CLUB

The secretary's role is to manage meetings and correspondence. The secretary will prepare notices, agendas and minutes and follow-up on action items. This **does not mean they are solely responsible for meetings.**

KEY RESPONSIBILITIES OF THE SECRETARY INCLUDE:



SUPPORT THE PRESIDENT

Assist the president in carrying out their duties and attend to correspondence on behalf of the committee.



COORDINATE MEETINGS

Coordinate meetings of the committee and members, including the AGM. Work with the president to draft the agenda, distribute notices, and take formal minutes.



OPERATIONS

Monitor the club's strategic plan, ensuring that the club's day-to-day functions are moving in the right direction.



POLICIES

Have a good working knowledge of the club's constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Documents that can support the club's organisation are:

- Meeting agendas
- Notice of meetings
- Meeting minutes
- Strategic and operational plans
- Annual reports