



## **POWERtalk Australia Inc.**

### **JOB SPECIFICATION – ASSOCIATION SECRETARY**

(to be read in conjunction with current Constitution, Standing Rules and Board Policy)

#### **REPORTS TO:**

Your reporting officer is the Association President.

#### **SECRETARY'S FILE SHOULD CONTAIN:**

- POWERtalk Australia Constitution and Standing Rules
- POWERtalk Australia Board Policy Book
- Copy Indexed Minutes
- Job Specification – Association Secretary
- Association Roster (Register of Committee Members)
- Membership Register (Register of Members)

### **EVERY OFFICER'S RESPONSIBILITIES**

#### **ON COMMENCEMENT OF THE TERM –**

1. Review file. This must include reading the current:
  - POWERtalk Australia Constitution and Standing Rules updated from the immediate past Conference.
  - POWERtalk Australia Board Policy Book.
  - Job Specification.
  - Previous term's report/s; and
  - Any material marked "*to be retained in file*" as this is often important information.
2. Clarify with the reporting officer any item not clearly understood or perceived to be missing from the file.
3. Confirm with the reporting officer the format and dates of reports required for the current term.

#### **DURING THE TERM**

1. Send written or electronic reports to the Association President by the dates notified at the beginning of the term.
2. Send copies of all correspondence to all members of the Association Board.
3. Claim expenses regularly.
4. The Association Board shall retain the right to replace any appointed officer or committee chairman not performing his/her duties effectively.
5. Prepare post meeting Newsletter when requested by the Association President.
6. Forward Minutes to Webmaster for inclusion in the Board Only section of the website.



## **ON COMPLETION OF THE TERM – BY 15<sup>TH</sup> JUNE**

- Provide final expense claims to the Association Treasurer
- Complete an end of term report including recommendations and forward to the reporting officer.
- Retain in the file all information from the current term (yours) and the previous term **ONLY**, except those items that are marked “*to be retained in file*”.
- Review file. List what needs to be replenished. Forward this list with the file to the President Elect.
- If any material is thought by the officer to be important, pass with the file to the President Elect for a decision on archiving.

## **SPECIFIC RESPONSIBILITIES**

### **Minutes – Board**

- Draft of minutes to be sent to board within 7 days of meeting
- Final minutes to be circulated within 15 days
- Update indexed minutes

### **Minutes – AGM – Conference**

Draft minutes of AGM to be sent within 7 days to:

- President
- Parliamentarian
- Rules chairman
- Minutes approving committee members

Final AGM minutes to be distributed within 30 days of AGM to:

- Board Members
- Parliamentarian
- Rules Chairman
- Minutes approving Committee Members
- Public Officer (for lodgement with Incorporations Commission)

AGM minutes together with the following year’s business papers will be sent to:

- Council/Club President
- Absentee Clubs



### **Condolences**

Card or letter in case of death of

- Association elected or appointed officer
- Standing Committee Chairman
- Council elected officers or the next of kin
- Board to be represented at the funeral if possible

### **Greetings**

Card or letter to be sent on occasion of Charter Function or other special occasion on behalf of the board.

### **Conference Papers**

- Prepare, collate and distribute Notice of Meetings, All Club Mailing for conference, AGM Business Papers and Audited Annual Financial Statement in accordance with the Constitution and as per Board Policy.
- Prepare Voting Cards for delegates for distribution at the Delegates' Briefing (if held) or at the commencement of the Business Session.

### **Minutes Approving Committee**

At the discretion of the Board, member/s to be supplied with a file containing: -

- Writing pen and paper
- Full set of delegate papers
- Job Specification of Minutes Approving Committee.

### **Correspondence**

- Prepare correspondence as instructed by the President or Board.
- Correspondence which needs to be distributed en masse is to be sent to the President and Secretary of Council/Clubs for distribution.

**DO NOT ALTER JOB SPECIFICATION WITHOUT APPROVAL OF ASSOCIATION BOARD.**