



Roles and Responsibilities Secretary

The key responsibilities of the Secretary is to understand the Association Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the association is run according to these core requirements at all times.

The association Secretary is generally the Public Officer, the association's nominated representative for the purposes of complying with the Incorporated Associations Act. If the Secretary does not reside in NSW, where the association is incorporated, then a Public Officer residing in NSW must be nominated and fully supported in their responsibilities by the secretary.

The Secretary is also the association officer responsible for managing, collecting, reviewing and disseminating the association's information and knowledge (e.g. policies and procedures, position descriptions etc.). The Secretary is responsible for collecting all the key association information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

Knowledge

To successfully undertake the role of Secretary the roles requires the person:

- To be well informed of all association activities,
- Have a good working knowledge of the association rules and by laws, policies and procedures as well as the duties of all office holders.
- Understanding of the legal and compliance obligations of running the association.

Governance

Key governance responsibilities include ensuring the association:

- Ensure compliance and legislative obligations are met
- Attend all committee meetings.

Tasks Specific to the Role

The Secretary is responsible for the administrative tasks of the association including:

Legislative responsibilities

- Notifying the relevant government body of their appointment and the appointment of the Public Officer.
- Lodging on behalf of the association all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the association's membership database.
- Ensure that the Public Officer has an up to date register of committee members as required by the section 29 of the Act.

Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible.
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Take the meeting Minutes of each committee and general meeting, circulating a draft within 4 days of the meeting to relevant people. Ensuring the President or chair of the meeting signs the minutes once the attendees have had opportunity to review the draft.
- Prepare and circulate according to the Association Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Association Rules are met.
- Maintain the minute book of association committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Communication

- Handle all general association correspondence, responding to any correspondence as required.
- Oversee and co-ordinate the association's communication strategy, including its website, bulk emails, newsletters and social media.
- Be the associations point of contact for key stakeholders including, government and other aviation organisations.

Knowledge Management

- Maintain a register of the latest version of all association documentation including but not limited to the Association Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference etc.
- Maintain a register of all marketing material relating to the association's activities (letterhead, logos, posters, brochures etc.) Maintain the Style Guide if the committee decides to maintain such a guide.
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee and non committee members that volunteer to take on specific tasks.

Essential Skills and Requirements

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times,
- Attend all Committee meetings,
- Undertake the role in good faith and honesty.

- If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

End of Year Handover

Updating key documents

- At the end of each year a key activity of all committee members is to review and revise their Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. The updated document must be provided to the association secretary prior to the Annual General Meeting each year. All changes to these documents must be approved by committee in accordance with the Document Control Policy and Procedure.
- Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

Induction of the incoming

Train, mentor and support the incoming Secretary and other committee members.