



Probis Club of Holland Park Inc.

SECRETARY ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the Secretary is to support the President in the smooth running of the Management Committee and is a key point of contact of the Club

1. Record Minutes of Management & General Meetings. Upload to iCloud.
2. Ensure timely distribution of correspondence to Committee members and Club Members
3. Be familiar with the constitution, by-laws and/or standing resolutions
4. Forward minutes to President for review before emailing.
5. In consultation with the President, prepare agendas for Management meetings, General Meetings and Annual General Meetings.
6. Send Management Minutes to Management Committee only. General Minutes to Newsletter Editor for insertion into the Newsletter.
7. Issue notices for the election of Committee members, proxy forms in accordance with the requirements of the Club Constitution
8. Record all incoming and outgoing Mail and distribute as required.
9. Forward to Treasurer invoices for payment, and sometimes complete online. Have a record when payment is due. (ex. Office of Fair Trading, Capitation Form, PAQ Directory of Affiliated Clubs.
10. Attend meetings held by PAQ for the Southside Region. Report back to Management Meeting.
11. Keep up to date with any changes that occur. (ex. Covid-19, Constitution)
12. Ensure that following the Annual General Meeting, the PSPL Annual Report Forms and payment of fees are lodged by 30 April each year.
13. Before vacating office, brief his/her successor on the role of the Secretary and any outstanding matters and hand over all records