Role Description – SECRETARY – Issue date Feb 2026

The duties of the Secretary are as follows:

The secretary will act as the Public Officer of Probus Club of Rouse Hill (refer to the Public Officer document for the duties).

The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings.

The Secretary will:

- Prepare or assist the President in preparing agendas for each Management Committee Meeting, General meeting, Special General Meeting and the Annual General Meeting.
- Record minutes of for each Management Committee Meeting, General meeting, Special General Meeting and the Annual General Meeting.
- Submit the minutes to the President for approval and ensure that the General Meeting, Special General Meeting and Annual General Meeting minutes are signed by the President.
- Present or assist the President in submitting the minutes at the following meeting for formal adoption as a 'true and correct record', and file the minutes either manually or electronically.
- The accuracy of the minutes is the responsibility of the Secretary, and it is the Secretary who either presents or assists the President in presenting the minutes and moving the motion for formal adoption as a 'true and correct record'.
- Issues formal notices, as required.
- Issues notice for the election of committee members and officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- Keeps an up-to-date list of office bearers, Committee Members and sub- Committee members.
- Responds to all correspondence in a timely manner. Correspondence should be presented to the Management Committee and files of all correspondence should be maintained.
- Monitor the club generic email address, forward and distribute emails to other Committee Members as applicable. Mail suited to activity officers and tour leaders should be passed onto the appropriate officer.
- Before vacating office at the end of your term, brief your successor on the Secretary's duties and any committee matters still pending or decisions still to be implemented; and hand over all records.
- Assist the Committee members as required and as applicable.

All Official Probus correspondence will bear the Probus logo; other unidentified correspondence may be discarded as unsolicited mail if found to be inappropriate or returned to sender or sent to PSPL to follow up on possible illegal use of club mailing address.