



## **NSWISA Job Description – Secretary**

The role of the Secretary is to be responsible for various duties as outlined below.

### **Desirable Attributes:**

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

### **Specific duties include but are not limited to:**

- **Association records** with Administration support
- **Members Register**
  - Ensuring members are current. This activity is supported by NSWISA Administration staff
- **Office Bearers**
  - All appointment of office bearers and members of the Association
  - The names of members of the Council present at each Council meeting and at each General meeting
  - All proceedings at Council meetings and General meetings
  - A list of current Council members
- **Minutes**
  - Ensure monthly Council minutes are distributed to Council within a reasonable period
  - Ensure AGM minutes are distributed prior to the AGM
- **Agendas**
  - Develop meeting agendas in consultation with the Council
  - Distribute prior meeting (supported via Admin function)
- **Dept of Fair Trading**
  - Advise of appointment or change of the Public Officer
  - Lodge Annual Statement within 1 month of AGM
  - Apply for approval to change rules
- **Club Documents- be familiar**
- **Legal requirements including-**
  - ensure Association meets legal requirements
  - Ensure signed copy of the Minutes is maintained
  - List of Committee members
  - Financial Reports are maintained & current
  - Members- ensure records are maintained & current.



## *New South Wales Ice Skating Assoc Inc*

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- Members- ensure records are available when required for reports, elections, referendums, etc
  - Provide an up to date copy of the Constitution and bylaws at all meetings
  - Ensure that notifications are received by Members of all meetings
  - Manage the general correspondence of the Association
  - Help and lead the Association in providing systematic communication from the Association to Association members and other relevant stakeholders
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- **Enable & authorise people to help with the Associations business.** This includes
    - Signing a copy of the final approved Minutes