



**(SAMPLE ONLY)**

## **SECRETARY JOB DESCRIPTION**

The Secretary is the principal administration person of the [NAME] Branch/Stream/Division and provides the coordinating link between members, the management committee and outside agencies.

### *Responsible to*

The Secretary is directly responsible to the Chair of [NAME of BRANCH/STREAM/DIVISION].

### *Key Responsibilities and Duties*

The Secretary shall:

- Prepare the agenda for Branch/Stream/Division meetings in consultation with the Chair
- Make all necessary arrangements for meetings eg date, time, venue, refreshments
- Ensure adequate notice of meetings is sent out to all applicable members
- Collect and collate reports from office bearers for presentation at meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting and, following approval of Chair, circulate to applicable members
- Receive, action and retain all correspondence in a timely and efficient manner
- Call for and receive nominations for Branch/Stream/Division committees
- Arrange, in consultation with other members, the Branch/Stream/Division annual general meeting (if applicable)
- Collate and arrange for the printing of the annual report (or electronic circulation)
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain file of legal and other important Branch/Stream/Division documents eg rules, contracts, leases or similar
- Help to ensure the efficient and effective running of the Branch/Stream/Division by undertaking other reasonable duties as directed by the Chair or committee

*NOTE - The responsibilities and duties of the Secretary will vary greatly from group to group. Experienced secretaries will tell you that their duties often expand beyond what is sometimes expected of the Secretary.*

### *Knowledge and Skills Required*

Ideally the Secretary is someone who:

- Can communicate effectively both verbally and in writing
- Is well organised and can delegate where appropriate
- Is trustworthy and can maintain confidentiality on relevant matters
- Is well informed of all organisation activities, policies and legal requirements.

### *Period of Appointment and Estimated Time Commitment Required*

The Secretary is appointed for a [# of YEARS] term.

The estimated time commitment required as the Secretary is [\_\_\_\_\_] hours per week.

*(The time commitment required as the Secretary of a Branch/Stream/Division varies greatly from group to group. Smaller branches/streams/divisions may require a Secretary to spend only half an hour to an hour per week whereas a larger group may require two to three hours per week on Secretarial duties.)*