

## Role Description - Secretary AHHCA

### Volunteer duties and responsibilities:

- Supervise the Administrator of the Association in keeping the register of members and holding and maintaining all books and documents of the association
- Work with the Administrator to manage the holding of monthly committee meetings via Skype and host Skype meetings if the administrator is not available or arrange an alternative host if both secretary and administrator are unavailable
- Request committee members for agenda items **10 days prior** to the monthly meetings
- Meet with the administrator to set the agenda of meetings
- Collate agendas for meetings and send them out in **one week** prior to the monthly meeting.
- Ensure you have reliable internet connection to attend monthly meetings via Skype (reasonable expenses will be reimbursed by the association)
- Record the minutes at monthly meetings and distribute to committee members within **7 days** of the meeting being held
- Update the minutes if committee members provide additional recollections from the meeting
- Ensure the administrator has the minute and agendas on file to make available to members.
- Record AGM minutes and distribute to the committee
- Become familiar with the Model Rules of Incorporation, the Associations Incorporation Reform Act 2012 and the Policies and Procedures of the AHHCA
- Be responsible (with other committee members) for ensuring that the Association complies with the Act and that individual members of the Committee comply with the Model Rules and Policies and Procedures of the Association.
- Exercise powers and discharge your duties with reasonable care and diligence.
- Exercise powers and discharge your duties
  - in good faith in the best interests of the Association; and
  - for a proper purpose.
- You must not make improper use of
  - your position; or
  - information acquired by virtue of holding their position so as to gain an advantage for yourself or any other person or to cause detriment to the Association.
- Perform any other duties imposed from time to time by resolution at a general meeting
  - Read reports and any additional documents to be discussed at the monthly meeting prior to the monthly meeting
- Attend at least 90% of monthly committee meetings

Skills, qualifications or experience required (or desired) for role

- Be a member of the association in good standing.
- Commitment to the aims and objectives of the association.
- Experience in minute taking and creating meeting agendas
- Time management skills
- Ability to commit to attending (via Skype) a general committee meeting once a month.
- Ability to attend AGM each year (reasonable travel costs will be reimbursed if applicable).