



## Duty Statement - Secretary

The Secretary is an officer of the Association and is elected by the members at the AGM. The Secretary supports the President and Committee in ensuring the smooth functioning of the Committee and the administration of the Association. The Secretary plays a vital role as the official contact point for the public and outside organisations as well as ensuring good communication within the committee and with members.

### Duties

- Committee work: Prepare agendas for Committee meetings; write minutes and do follow-up work including for the State meeting.
- Prepare for AGM and do follow-up work.
- Keep up-to-date records of Committee membership, correspondence and decisions. Monitor and action correspondence and emails to the TBA.
- The official contact point for the public and outside organisations as well as ensuring good communication within the committee and with members.

### Desirable Qualities

- Good communications and interpersonal skills
- Organisational ability
- Experience of Committee work and procedures
- Minute-taking ability.
- Impartiality, fairness and ability to respect confidences
- Ability to work well with the Chair.
- Computer skills, particularly email and Microsoft Word.

### Document information

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Responsible person	President