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Committee Position Description

Secretary

The Secretary shall be responsible for:

- a. The faithful recording of the minutes of the Committee meetings. General Meetings and the Annual General Meeting.
- b. The publication and distribution of the minutes and the proposed agenda (including any reading material) for the next meeting a minimum of 2 weeks prior to the next meeting.
- c. Receiving correspondence on behalf of the committee.
- d. Collating incoming correspondence including mail
- e. Recording and advising the committee of the details of all correspondence received by the Centre.
- f. Assisting the President in the organisation of the details of all correspondence received by the centre
- g. Responding to all correspondence, as necessary.