



ROLE DESCRIPTION

SECRETARY

The main role of the Secretary is to support the President to ensure the Management Committee functions smoothly. The Secretary is responsible for ensuring meetings are effectively organised and minuted. The Secretary is required to maintain up-to-date records and be the key point of contact for the Club. The role of the Secretary can be summarised as follows:

- 1 Is familiar with the constitution and/or standing resolutions and have a copy available for reference at all meetings.
- 2 Records minutes of Committee meetings, General Meetings and Annual General Meetings and presents these minutes at the following meeting for formal adoption as a 'true and correct record'.
- 3 Ensures minutes are signed by the President or Chair of the meeting.
- 4 In consultation with the President, prepares agendas for each Management Committee meeting, General Meeting and Annual General Meeting and issues formal notices of meeting.
- 5 Issues notices for the election of Committee members and nomination and proxy forms in accordance with the requirements of the Club's constitution.
- 6 Keeps a register of members' names, addresses and such other information the Club or PSPL may require.
- 7 Advises PSPL of changes to the Club's membership list.
- 8 Keeps an up-to-date list of Committee members including addresses, email and telephone numbers.
- 9 Ensures that following the Annual General Meeting, the PSPL Annual Return Forms and payment of fees are lodged by 30 April each year.
- 10 Saves relevant documentation on a Cloud drive.
- 11 Acts as the Public Officer.



- 12 Provides their address for the delivery of all official correspondence from PSPL.
- 13 Assists other Committee members with secretarial duties when required.
- 14 Before vacating office, brief his/her successor on the role of the Secretary and any outstanding matters and hand over all records.

If required, the Management Committee may seek approval of the membership to appoint (not normally elect) an assistant Secretary. Subject to the Club's standing resolutions, an assistant to the elected Secretary does not normally have voting rights. However, if the assistant is acting for the Secretary in his/her absence then the assistant may have one vote representing the elected Secretary.