



## NSWERA Governance Manual SMC Position Description - Document No.7.3.3.1

Position Title

**Secretary**

Position Purpose

Ensure the Day-to-day business of the NSWERA Inc. is managed and recorded in compliance with the Constitution and the applicable NSW Incorporated Associations Act.

Principle Accountabilities & Performance Indicators.

### **Appointments**

The secretary of the Association shall, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.

Ensure all appointments of office bearers and members of the committee are recorded.

**KPI – Details of office bearers and committee members on record.**

### **Day-to-day administration**

Manage the day-to-day business of the association, oversee the activities of the Secretariat and minutes secretary, prepare meeting agendas in consultation with the Chairperson, log and process correspondence.

**KPI – All current business being managed in a timely manner.**

### **Minutes**

It is the duty of the secretary to ensure the keeping of minutes of the names of members of the committee present at a committee meeting or general meeting, and all proceedings at committee meetings and general meetings.

Minutes or proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

**KPI – Minutes recorded to standard, signed, and filed.**