**SECRETARY**

## **Responsible To**

The secretary is directly responsible to the President of KBA and the members of the Association.

## **Responsibilities and Duties**

The Secretary has the following duties, as per the constitution:

* + - dealing with the Association’s correspondence;
    - consulting with the President regarding the business to be conducted at each Committee Meeting and General Meeting;
    - preparing the notices required for meetings and for the business to be conducted at meetings;
    - unless another Member is authorised by the Committee to do so, maintaining on behalf of the Association the Register of Members, and recording in the Register any changes in the Membership, as required under section 53(1) of the Act;
    - maintaining on behalf of the Association an up-to-date copy of this Constitution, the By-Laws as required under section 35(1) of the Act;
    - unless another Member is authorised by the Committee to do so, maintaining on behalf of the Association a record of Committee Members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
    - ensuring the safe custody of the books of the Association, other than the Financial Records, Financial Statements and Financial Reports, as applicable to the Association;
    - maintaining full and accurate minutes of Committee Meetings and General Meetings;
    - keep proper accounting and other records in accordance with the Act, generally accepted accounting principles and/or any applicable code of conduct; and
    - carrying out any other duty given to the Secretary under this Constitution or by the Committee.

The Secretary should:

* make arrangements including venue, date, times and hospitality for meetings, take the minutes of meetings and email to Committee within 14 days of meeting
* has a Post Office Box key, checks mailbox regularly and distributes mail to appropriate committee members
* read, reply and file correspondence promptly
* checks email account regularly
* collect and collate reports from committee members
* call for and receive nominations for committees and other positions for the Annual General Meeting
* Coordinates presentation and resources for Annual General Meeting
* Collate and arrange annual report
* Liaise with website developer and assist with social media
* Maintain a register of Login and passwords to KBA relevant websites
* In line with BWA affiliation, annually provide BWA with KBA’s annual report and balance sheet, a copy of current constitution and names and contact details of committee members.
* Assist Association Administrator with maintaining Working with Children register for the Association

## **Knowledge and Skills Required**

Ideally the Secretary is someone who:

* has organisational and administrative skills
* can communicate effectively
* is well organised and can delegate tasks
* can maintain confidentiality on relevant matters
* has a good working knowledge of the Constitution.

**Period of Appointment**

The Secretary is appointed for a 24 month term at the Annual General Meeting.

**Secretary Witness (Committee Member)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_