



Gold Coast Writers' Association Inc
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gcwa.executivesecretary@gmail.com

Committee position

Secretary

Reports To

President

Role overview (summary)

The Secretary is primarily responsible for managing the records of the incorporated association.

The Secretary will also:

- take and keep minutes for the incorporated association's meetings.
- ensure the keeping of a register of members.
- take nominations for the management committee.
- provide appropriate notice to members for meetings.
- call and convene special general meetings.
- arrange the meeting venue and prepare the agenda.
- collect correspondence from (a) the GCWA mailbox at Pacific Fair, and (b) note any mail received via email.
- coordinate any correspondence or reports to be presented at meetings.
- circulate the minutes of meetings to members.
- complete any actions arising from meetings that require correspondence.
- receive all incorporated association correspondence and bring urgent matters to the attention of the president or treasurer if necessary.

Maintain records of meetings

As an incorporated association, GCWA must record minutes at all meetings, including management committee meetings, special meetings and the AGM.

The Secretary is ultimately responsible for ensuring the incorporated association's minutes are maintained accurately. The minutes of meetings provide a permanent official record of the business transacted. They should form a clear and concise summary of the proceedings of the meeting.

If asked by a member of GCWA, the Secretary will, within 28 days, make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place. The Secretary must also give the member copies of the meeting minutes if requested. GCWA can ask the member to pay the

The minutes will include:

- details of the day, date and place of the meeting and the time of commencement

- the names of those present and details of any apologies received
- that the chairperson announced a quorum was present and that the meeting was duly constituted
- a reference to minutes of the previous general meeting and the signing of them as a correct record
- details of every resolution put to members and whether they were passed with the required majority
- details of members voting against a motion or abstaining from voting, if those members request that this be recorded
- details of any appointments made, members elected to office and any leave of absence granted to a member
- details of election of committee members (if applicable)
- overview of discussions concerning decisions made at the meeting
- decisions made at management committee meetings
- the date and time for the next meeting, if this is determined during the meeting
- the time that the meeting closed.

Role Reviewed

By: Beverley Streater

Date: 27/7/2020