

Role of the Secretary

Role Overview

The Secretary provides an important link between the President, club members and the Clubs & Societies Committee. The first task of the Secretary is to arrange an e-list of members in order to keep in contact electronically.

The Secretary is responsible for arranging venues, compiling agendas and taking minutes of all club meetings. The most important job the Secretary does is to submit minutes from the Annual General Meeting to the clubs and societies team. These minutes provide testimony that your Club/Society is behaving in accordance with its Constitution in electing new office bearers etc.

Role specifics

- Consulting with the chairperson (president) regarding the business to be conducted at each meeting;
- Arranging Ordinary, Executive and the Annual General Meeting meetings;
- Preparing the agenda and notices required for meetings and for the business to be conducted at meetings;
- Taking and maintaining accurate minutes of all meetings;
- Responsibility for the inward and outward correspondence of the club/society;
- Arranging events, book facilities, equipment, transport etc.;
- Maintaining the register of members.
- Ensuring the safe custody of the records of the Club/Society (with the exception of financial records as this responsibility would pertain to the Treasurer);
- Carrying out any other duty given to the secretary under these rules or by the executive committee;
- Reading and replying to correspondence promptly (even if only to acknowledge receiving it) and pass it onto the relevant person in the Club/Society. This includes letters and emails;
- Maintain all legal documents such as Club/Society rules; and
- Responsible for social media content.