



## **JOB DESCRIPTION**

### **Position      Secretary**

The position of Secretary of the Macleay Valley Community College Inc. is voluntary. The Secretary is a member of the management committee and is elected at the Annual General Meeting or, upon early termination of the previous Secretary's appointment, at a Special Meeting convened by the Committee.

The principal roles of the Secretary are:

- Ensuring that adequate Management Committee Papers are prepared and circulated prior to the Management Committee Meeting.
- Ensuring that appropriate minutes are prepared which include the decisions and reasons for those decisions.
- Help the Chairperson to organise an agenda for each meeting.
- Make sure minutes are taken of all committee meetings and that minutes are properly written up, distributed and filed.
- Make sure that a list of correspondence 'in' and 'out' is presented at management committee meetings and that all correspondence received by the group is properly processed. Ensure that if committee members want to see the letters they can do so after the meeting.
- Make sure all letters and other documents of the group are properly filed.
- Be a spokesperson for the committee when needed.
- Be a member of sub-committees or other task groups.