

THE ROLE OF THE SECRETARY: THE COMMITTEE MEETING CYCLE

DATE SET FOR NEXT COMMITTEE MEETING APPROACHES

(committee meeting frequency as per your constitution)

START

MEETING CALLED BY THE COMMITTEE

1

COMPLETE ACTION ITEMS ASSIGNED TO THE SECRETARY

For example: Correspondence Update membership register Enter assets into asset register

PREPARE THE NOTICE FOR THE MEETING

Request motions and supporting information from committee members

Set the agenda with the president



4 PREPARE AND DISTRIBUTE THE MINUTES

including action items as soon as practical after the meeting



Keep an attendance register

Record apologies

Ensure a quorum is present as per your constitution

Record resolutions, votes and proceedings

Set date for next meeting



DISTRIBUTE THE NOTICE AND AGENDA AND ASSOCIATED PAPERS TO COMMITTEE MEMBERS

in a timely manner



Make use of minute and agenda templates



Assist the president to keep the meeting on time



Treasurer to table financial statements



THE ROLE OF THE SECRETARY:

THE GENERAL MEETING CYCLE

DATE FOR NEXT GENERAL

MEETING APPROACHES

(general meeting frequency as per your constitution)

START

AGM CALLED BY THE COMMITTEE OR SGM INITIATED

PREPARE THE NOTICE FOR THE MEETING

Request motions and supporting

information from members

Notice to include the date, time and place for the meeting

List the business to be conducted

COMPLETE ACTION ITEMS ASSIGNED TO THE SECRETARY

For example:

Correspondence

Update membership register Complete and lodge relevant forms



PREPARE AND DISTRIBUTE THE MINUTES

including action items as soon as practical after the meeting



GENERAL MEETING

Keep an attendance register

Record apologies

Ensure a quorum is present

Record resolutions, votes and proceedings

AGM



DISTRIBUTE NOTICE OF GENERAL MEETING

in time for everyone to read and prepare





BUSINESS AT SGM

Only the business listed on the notice of a special general meeting may be conducted at the meeting





BUSINESS AT AGM

President's report Secretary's report

Treasurer's report and financial statements Election of office bearers