

Elwood Sailing Club

Secretary Role and Responsibilities (July 28, 2020)

Responsibilities Defined by the ESC Rules

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.*
- (2) The Secretary must—*
 - (a) maintain the register of members in accordance with rule 18; and*
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents, and securities of the Association in accordance with rules 72 and 75; and*
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and*
 - (d) perform any other duty or function imposed on the Secretary by these Rules.*
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.*

Other procedural responsibilities of the Secretary are defined in the Rules.

Other R&R

- 1) Organise and minute General Committee meetings.
- 2) Log ESC correspondence from committee members when copied.
- 3) Organise and minute General Meetings of the Club, and other meetings as required. Provide a minimum notice of 14 days for General Meetings, and 21 days for General meetings containing a Special Resolution.
- 4) File accounts with Consumer Affairs Victoria within 28 days of the Annual General Meeting, request approval of changes to the Rules approved by a General Meeting.
- 5) Correspond with members on General Committee business and membership issues where appropriate.
- 6) Assist GC members and manager on issues as required
- 7) Assist members with the interpretation of Rules, Policies and Bylaws. Update as required and obtain the appropriate approval.
- 8) Lead Child Safety policy, process development and compliance.
- 9) Track membership and provide monthly reports to the GC. Assist the manager with membership and other issues as appropriate.
- 10) Work with the manager to document and keep up to date the following processes, with a working knowledge so that basic activities can be supported in the manager's absence.
 - AS membership (Revolutionise.com)
 - Membership renewal and fee payment
 - Working with Children checks

See also the document on the general R&R of all General Committee Members