



BEEKEEPERS ASSOCIATION OF THE ACT (INC)

POSITION DESCRIPTION SECRETARY

The Secretary is responsible to the Management Committee for the effective governance and administrative management of the Association. The duties of the Secretary include:

-  Ensuring the Association is aware of the requirements of, and compliant with the *Association Incorporations Act 1991* and the *Association Incorporations Regulations 1991*.
-  Safe custody of the Association's common seal.
-  Preparing the management of the agenda for management committee, general and special meetings.
-  Ensuring management committee, general and special meetings are conducted in accordance with relevant legislation and the Association's Rules.
-  Preparing the minutes from management committee, general and special meetings.
-  Coordinating candidate nominations for the management committee.
-  Coordinate voting for the management committee positions and minuting the outcome.
-  Registering all inbound correspondence for the Association.
-  Drafting all outbound correspondence for the Association.
-  Ensuring the governance arrangements are implemented for any sub-committee established.
-  Preparing the Association's Annual Return.
-  Coordinate applications for membership of the Association.
-  Ensuring the details of the officer bearers are kept up-to-date with Access Canberra.
-  Ensuring documentation required by Access Canberra is received by the due date, or if there is no due date, within one (1) month of the activity being completed.
-  Ensuring administrative requirements of contracts entered into by the Association are adhered to.

Membership Officer

The membership officer is responsible for:

-  Managing the Association's Register of Members
-  Ensuring the Register of Members is available to the Association's Public Officer
-  Coordinating membership renewals for existing members
-  Ensuring membership fees are banked in the Association's bank account

Public Officer

The Secretary is also the Public Officer for the Association. The position of Public Officer is a requirement of the *Associations Incorporation Act 1991*. The duties of the Public Officer include:

-  Primary point of contact between the Association and the ACT Government (Access Canberra)
-  Ensuring the Association's Register of Members is available for inspection by members

The Public Officer must reside in the ACT.

The Secretary is an executive member of the Management Committee.

The Secretary is a signatory on the Association's bank account.

With the approval of the management committee, the Secretary may assign their responsibilities association with membership of the Association to another committee member.

Time commitment: 3-4 hours per week (including management committee meetings).