

POSITION DESCRIPTION: PN SECRETARY (2015)

- The secretary needs attention to detail as well as basic typing/word processing, internet/e-mail skills and some filing skills. You need to commit to a regular attendance at committee meetings general meetings.
- Estimate of time spent on secretarial duties is approx 8-10 hours per month, apart from attendance at meetings.

The Secretary has specific obligations under the Act and Rules so it is important that whoever is nominated and/or appointed to this position is fully aware of these obligations. If records are not completed appropriately, it is possible the association will be breaching the Act or misleading members, and the management committee could be held liable.

The Secretary must:

- be a resident of Queensland, or reside within 65km of the Queensland border
- advise Office of Fair Trading (OFT) of their appointment and of any changes to the office bearers of the management committee within one month of the change occurring. This is usually done via the Annual Return of Association. The form will be forwarded by the Office of Fair Trading mid-year. Complete and return form after the AGM. For any changes outside the AGM, download and complete the appropriate form from the OFT website.

Secretary's role:

- arrange the meeting venues and prepare the agenda for monthly committee meetings (see No. 3 Most Important below regarding September meeting venue)
- regularly check PO Box 619 for mail, chase up or prepare any correspondence or reports to be presented at meetings, give any accounts/statements or cheques to the treasurer for action. List incoming and outgoing correspondence in Agenda and scan if important.
- Give any newsletters or magazines we receive from other clubs (BOGI newsletter, *Sage* from the Qld Herb Society and *Our Gardens* from Garden Clubs of Australia) to the newsletter editor to look at before he/she gives them to the library. We get 2 copies of *Our Gardens* - one can be put with the raffle prize pool.
- print out any e-mails received during the month that require attention, including anything of importance between committee members, to ensure all relevant matters are discussed at the committee meeting. Don't print frivolous or personal stuff.
- take and keep Minutes and email them to committee members. Once confirmed as correct, place printed copy in Minutes folder. Get president to sign Minutes at the following committee meeting. (The Auditor requires a copy of all Minutes at the end of the year - they can go on a USB stick.)
- complete any actions arising from the meeting, including correspondence.
Our current practice is not to write thank-you letters or emails to guest speakers - a verbal thank you and small gift on the night is adequate.
- complete legal obligations of the group, such as notifications to OFT, official dealings with Garden Clubs of Australia (particularly for insurance).
- bring urgent matters to the attention of the president or treasurer.
- review the Procedures Manual before the AGM and make any necessary changes. (Ensure date of review is changed in the footer on the title page.)
- Remind others (office bearers and supporting roles) to check their position description to make sure they are up-to-date. This can be done with an item in Sept and Oct newsletters.

For the AGM in October (see folder *AGM 2014 - notices and forms* on USB stick):

- at least 14 days before the AGM send a notice to members with details of the AGM, include a brief Agenda, Minutes of last AGM, Nomination forms for committee positions, and a flowchart of positions (version on computer - it may need updating). This can all be done via the September newsletter.
- prepare a detailed Agenda to guide the AGM chairman
- take, prepare and distribute the Minutes following the AGM (i.e. don't leave this to the new secretary).

Most important:

1. **ARRANGE THE AGM**, including notifying members a month before via the newsletter.
 - Confirm which of your current members and office bearers (Chair, Deputy Chair, Secretary, Treasurer) will be re-nominating for the coming year and who will be retiring.
 - Arrange for a person (non-standing member, usually Doug Mahony) to chair the AGM part of the night's proceedings. The president may prefer to make the approach.
 - Prepare detailed AGM Agenda to guide the chairperson. (see 2014's)
 - Collect nomination forms and have them available on the night (assuming you have received any prior to the meeting). Have blank forms available on the AGM night.
 - Take a copy of the previous AGM minutes to the meeting, for perusal by members.
 - Make sure there is a quorum of financial members. (quorum number is the number of people on management committee plus 1, so around 9-10 will cover it)
 - If more than one person nominates for any office there must be an election. An election can take place through a show of hands or by secret ballot. (Only financial members may vote if there is an election for a contested position.)
 - Take minutes of the AGM. Make sure that the minutes are written up shortly after the meeting and distributed to the committee for approval.
2. **AFTER THE AGM**
 - Complete the Garden Clubs of Australia forms by the dates specified (easy to follow). Updating the committee executive positions, paying affiliation fees, notifying total number of members (for insurance coverage purposes), IS MOST IMPORTANT! If you are handing over to a new secretary, ensure they understand what is required.
 - Within one month of the AGM, complete the form "Associations Incorporation Form 12-1" otherwise known as Annual Return of Association, sent by The Office of Fair Trading shortly after the end of financial year. Club details need to be updated only if there are changes (e.g. to committee executive). A cheque for the fee (currently \$48.25) is to be attached to the completed form with auditor's report.
 - Ask retiring keyholders to pass their keys to new office-bearers. Update the Key Register.
 - Update the flowchart with new committee members etc.

Position Description: PN Secretary (2015) continued

- Update the PO box details at Cooroy Post Office to either president's or secretary's. Currently Elisabeth Fekonia's details held. (The sky won't fall in if you don't do this.)
- Update Principal Place of Residence details to those of current president on ASIC business name "Permaculture Sunshine Coast". This is also noted in the Procedures Manual.
- Email a copy of the Procedures Manual to all committee members.
- Ask all committee members their preferred email address (if they have more than one) and then email Jane Gapinski to direct all the ones with the format president@permaculturenoosa.com.au (secretary, treasurer, vice-president) to those addresses (and ditto if there have been changes to the supporting positions: membership, publicity, permanews, seedsavers).

3. HALL HIRE

Each December, contact the RSL and confirm 3rd Thursday of the month night bookings for the year ahead and request an invoice. Then follow up with a letter confirming dates and cheque in payment. If you didn't get an invoice, make sure you get a receipt (paperwork required by the auditor) and give to treasurer. (\$36/night in 2015). September has always been unavailable (a long-standing once-a-year booking for the orchid society). Arrange another hall for that month (and for any other month the RSL hall is unavailable). In the past we have used the Cooroy Primary School hall (\$60 night). There is a laminated sign (in the secretary's records) to be put on the door of the RSL Hall to direct people to the primary school hall. (In Sept 2014 I enquired about the CWA Hall for its better location; however they had a permanent 3rd Thursday of the month booking (same as ours), so no good, but you could check to see if that has changed.)

RSL Hall booking have been confirm and paid until December 2015.

Ruth has offered to organise the September 2015 venue.

4. COMMITTEE MEETINGS

In November 2014 we changed from Phil McManus's rooms at 44 Maple Street, Cooroy to the Cooroy Library meeting room - 4th Wed of the month, at 6pm. You need to collect an out-of-hours pack before 5pm that day or the day before (or arrange for someone else to do it). We are booked until Dec 2015 - beyond that I don't know. If the library hasn't contacted you by November 2015 regarding 2016 hire, check with them: I dealt with library assistant, Jennifer O'Brien, ph 5329 6597
Email: jennifer.obrien@noosa.qld.gov.au.

N.B. On the USB stick is a folder *2014-15 Committee Agendas and Minutes*. At the end of our accounting year (1 Aug), the treasurer will ask for all Minutes to be put on a separate USB stick to be given to the auditor. As far as I know, Agendas are not required.

Updated by Lorraine Oats, Acting Secretary, 19 Jan 2015

DATES TO NOTE:

FEBRUARY - (after you have confirmed that the RSL Hall is unavailable in Sept), book the Cooroy Primary School hall for the September meeting. Ian, nothing for you to do here as I've confirmed 2015 dates with the RSL (and paid) and Ruth will organise the venue for September.

AUGUST

- start thinking about the AGM - get organised with Nomination forms, articles for Sept newsletter.
- put a notice in the Aug and Sept newsletters and info emails about the September meeting being at the Cooroy Primary School Hall, NOT the RSL hall.

SEPTEMBER - have detailed AGM agenda ready for Committee Meeting to discuss. Find out which committee members are staying on and which are retiring etc. A note about this can then go into the October newsletter so members are aware of vacancies and can start thinking about whether they will nominate.

NOVEMBER - check with library to confirm committee meeting venue for following year.

DECEMBER - Organise RSL hall hire for next 12 months - see 3 above.

OTHER DATES to take notice of are those listed in the Garden Clubs of Australia correspondence.

A good secretary will:

- be organised
- keep copies of all correspondence
- check quorum is met for meetings
- respect confidentiality
- work closely with the chairperson
- make it easy for others to take over by keeping clear records
- prepare for meetings well in advance
- summarise discussions effectively
- keep people informed
- ensure accurate minutes of meetings are kept

DON'T

- ignore correspondence
- keep information to yourself
- be late for meetings
- throw away important papers
- write down trivial details of all discussions at meetings
- rely on your memory
- repeat private conversations (or share private emails)