

Quick Guide to being a Secretary



Often thought of as just taking care of the minutes, the role of Secretary means a lot more! This quick guide has been developed to provide you with a position overview of the Secretary role, including the skills and attributes that will be useful to you, and the external resources you will find helpful.

Not all organisational governance groups require a Treasurer – check your constitution and your legal structure as an organisation to determine whether this is a role you require, and the parameters around the role. Check the relevant legislation which will specify the prerequisite roles required to be appointed – for example, President, Chair, Treasurer and Secretary.

Secretary

How you relate to the rest of the governing group

The Secretary is an essential position for organisations that are Incorporated or operating as a company. They are responsible for maintaining all official records and correspondence on behalf of the Board or Management Committee, and for recording all business decisions (in the minutes).

Together, the Chair and the Secretary set the meeting agenda. The Secretary's responsibility is accurate and thorough record keeping.

Valuable attributes

- Eye for detail
- Integrity
- Reliable
- Thorough understanding of probity and due diligence
- Clear articulation
- Analysis of information
- Connection to community

Useful skills you can bring to the role

- Excellent organisational skills (documents to be distributed prior to meetings)
- Computing skills, including Microsoft Suite
- Document formatting
- Proactive in seeking clarification

Documents to become familiar with

- Constitution
- Business Plans, Strategic Plan
- Service Agreements and funding specifications
- Policies
- Most recent audit report
- Annual report

Quick Guide For Legal Secretary

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