

# 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

**Lei Shi**



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beginning with financial security These topics include saving for retirement working part time staying healthy and fit dealing with the emotional and financial burden of health care cultivating optimism and much more Case examples and vignettes will help readers apply the principles to their own lives **A Quick Guide to Writing Business Stories** Joe

Mathewson,2016-03-02 Business journalism is of critical importance to society though it may appear to some that it concerns only big business and big investors A Quick Guide to Writing Business Stories helps students acquire the marketable writing skills required to succeed in this competitive and vibrant segment of print and online journalism This hands on practical text provides step by step guidance on how to write business articles such as the corporate quarterly earnings story small business profiles and business or consumer trend stories Mathewson s book based on Northwestern University s highly successful business journalism program guides students in the use of data documents and sophisticated expert sources With A Quick Guide to Writing Business Stories as their resource students will be able to write challenging stories with clarity and speed greatly enhancing the journalist s ability to tackle stories on other complex topics in any medium **Resources in**

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Guide to Criminal Justice provides a comprehensive yet concise introduction to the current state of the criminal justice system in the United Kingdom Avoiding an overtly legalistic or philosophical approach it offers an accessible entry point for students and researchers across disciplines including many student friendly features such as case study boxes tables showing key facts and figures and links to data sources and further reading Also exploring the experience of criminal justice in relation to inequality this book provides a foundation for further investigation and discussion **Words: A User's Guide**

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