



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE SECRETARY

The Secretary is an elected (volunteer) office bearer of ACT Walking for Pleasure Inc. (the Club).

The Secretary is responsible to the members of ACT Walking for Pleasure.

Primary duties and responsibilities:

- Keeping minutes of all business conducted at general Committee Meetings and the Annual General Meeting
- Giving notice of a Committee Meeting at least 48 hours before the appointed time, or as otherwise agreed
- Publishing an agenda for the Committee Meeting and asking for other items to be placed on it prior to the meeting
- Giving notice to members of the Annual General Meeting by publishing the Agenda, specifying date, venue and time
- Organise the AGM including managing the online registration for the meeting

Knowledge and skills required:

Ideally the Secretary is someone who:

- Can communicate effectively, both orally and in writing, and who has good interpersonal skills.
- Has the ability to prepare agendas and take accurate minutes of meetings
- Is well organized.
- Has a fair level of computing skills in relation to word processing and email
- Can interpret the Rules of the Association

Estimated time commitment required:

Approximately 6 hours per quarter for general duties, including pre-meeting preparation, attendance at meetings, drafting of minutes and related duties.

The Secretary is elected for a 1-year term by the general membership. He or she may not remain in that role for more than 3 years.

This information is correct as at October 2023.