

1. Position Description

- 1.1 The Secretary is responsible for the administrative management of SCRDA. In this role they oversee a team conducting the day to day administrative activities.
- 1.2 The Secretary is generally the first point of contact for information regarding SCRDA activities and provides the coordinating link between management, members and external stakeholders.
- 1.3 The Secretary is the official point of contact and has certain statutory obligations under both the Queensland Associations Incorporation Act 1981 and the Australian Charities and Not-for-profits Commission Act.
- 1.4 This position is a “Responsible Person” under the Australian Charities and Not-for-profits Commission Act and Regulations.

2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Secretary requires the person:
 - 2.1.1 To be well informed of all SCRDA activities.
 - 2.1.2 Have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
 - 2.1.3 A strong understanding of the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
 - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
 - 2.2.2 Ensure compliance and legislative obligations are met.
 - 2.2.3 Attend all committee meetings.
- 2.3 **Tasks specific to the role.**
 - 2.3.1 **Legislative**
 - 2.3.1.1 Maintain registers of member’s names and addresses, life members and sponsors.
 - 2.3.1.2 Maintain legal documents such as the constitution, leases and titles and insurance policies.
 - 2.3.1.3 Lodging on behalf of the association all reports and notices as required by the Queensland Associations Incorporation Act 1981 and the Australian Charities and Not-for-profits Commission Act.
 - 2.3.2 **Meetings**
 - 2.3.2.1 Ensure the SCRDA’s meetings are organised, conducted and recorded according to legal requirements and minutes distributed to the committee and made available to the membership.
 - 2.3.2.2 Prepare the agenda for SCRDA’s meetings in consultation with the President.
 - 2.3.2.3 Collect and collate reports from office bearers and include them with the agenda.
 - 2.3.2.4 Make arrangements including venue, dates, times and hospitality for meetings.
 - 2.3.2.5 Call and receive nominations for committee and other positions for Annual General Meeting.
 - 2.3.3 **Communications**

- 2.3.3.1 Be the association's point of contact for key stakeholders including, government and other bodies.
- 2.3.3.2 Handle all general association correspondence, responding to any correspondence as required and ensuring it is recorded and filed appropriately.
- 2.3.3.3 Ensure appropriate correspondence is distributed and that actions required from meetings are fulfilled.
- 2.3.4 **Knowledge Management.**
 - 2.3.4.1 Maintain SCRDA's administration records in a professional, orderly and up-to-date manner, in accordance with documented Policies and Procedures so that other committee members are able to easily access the record-keeping system while performing the duties of the respective positions.
 - 2.3.4.2 Maintain a register of the latest version of all association documentation including but not limited to the policies and procedures, roles and responsibility definitions, registers, subcommittee terms of reference, forms etc.
 - 2.3.4.3 Implement all administrative and management tasks required by the committee effectively and efficiently in a timely manner.
 - 2.3.4.4 Co-ordinate the induction training for the incoming committee.

3. Skills and Qualities Required

- 3.1 Ability to function as a key player in a team, providing and following leadership when required.
- 3.2 Be well informed of all SCRDA activities.
- 3.3 Ability to effectively and efficiently implement SCRDA's administration and management requirements.
- 3.4 Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
- 3.5 Good organisational, record keeping and people skills.
- 3.6 Maintain confidentiality on relevant matters.
- 3.7 Good standard of written and oral communication.
- 3.8 Sound knowledge of the constitution and meeting procedures.

4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 **Key Documents.** Ensure key documents such as the certificates maintained in the Operations Manual are up to date prior to handover.
- 4.3 Obtain current revisions of report forms required by Government agencies post AGM.
- 4.4 **Induction of Incoming Secretary.** Train, mentor and support the incoming Secretary. Where possible identify suitable candidates well prior to the AGM as part of succession planning.

5. Related Documents

- 5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.
- 5.2 Australian Charities and Not-for-profits Commission Act 2012, Division 65 – Duty to Notify
- 5.3 Queensland Associations Incorporation Act 1981, especially Sections 65-69A

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