



## SECRETARY DUTY STATEMENT

Adopted: Jun 2014

Ref – 5.1

1. There shall be one Secretary.
2. The Secretary shall be an office-bearer of the Society.
3. The Secretary shall hold office for a two-year period which commenced in 1996 and must be a member of the Society.
4. The Secretary shall be the Public Officer of the Society and will be responsible for ensuring that all associated forms required to be lodged to the Department of Fair Trading are completed by appropriate officers on time.
5. The Secretary shall be a member, ex-officio, of all regular and special committees
6. The Secretary shall be a suitable friendly contact person for new clubs, answering enquiries, from club secretaries, affiliated bodies, Government Departments.
7. The Secretary shall give notice to member clubs of all categories of
  - Ordinary General Meetings
  - Special General Meetings
  - Annual General Meetingsand give notice to all office-bearers of the Committee of Management of all Meetings in accordance with the meeting provisions of the Societies Constitution.
8. The Secretary shall keep a record of the proceedings of all Committee of Management Meetings including those in attendance, in the form of minutes, recording decisions made.
9. The Secretary shall keep a record of the proceedings of all categories of General Meetings as listed in the Societies Constitution, including those in attendance, all proxy forms and postal votes submitted, in the form of minutes, recording decisions made.
10. The Secretary shall maintain a record of appointments of office-bearers and other positions filled, entering the date of which the appointment was made, or when re-election / resignations were undertaken.

11. The Secretary shall keep a record of electronic communication received by Clubs & External bodies in connection with the Society, handing all general correspondence, responding to any correspondence as required.
12. The Secretary shall be responsible for co-ordinating proposals for amendment to the Constitution of the Society for circulation to clubs.
13. The Secretary shall appoint a member of the Society to act as Secretary in his/her absence. Such appointment to be made in writing and acknowledged in writing by the person so appointed.
14. The Secretary shall except as otherwise provided by the Constitution, keep in custody or under control all records, books and other documents relating to the Society, these may be open to inspection by any member of the Society upon reasonable written notice being given.
15. The Secretary shall be responsible for the compilation & co-ordination of all procedures relating to the following grants, in consultation with appropriate officers (ie Junior, Coaching, President):
  - NSW Government – Office of Sport
  - Others that require application
16. The Secretary shall be responsible for the co-ordination of all service awards such as:-
  - Sport NSW
  - Archery Australia Awards Plaquettes/Life Membership/Hall of Fame
  - Others that may not be covered by ASNSW Constitution & Rules
17. The Secretary shall be responsible for circulating to affiliated clubs, criteria and nomination forms for the "Lorraine Cook Memorial Award" on an annual basis.
18. The Secretary shall maintain a Roll of Honorary Life Members of the Society.
19. The Secretary shall supply a Secretary's report to the Annual General Meeting.
20. The Secretary in conjunction with the Treasurer/Public Officer will be responsible for ensuring that all associated forms required to be lodged to the Department of Fair Trading are completed by appropriate officers on time.
21. The Secretary cannot hold any of the following positions (President / Treasurer / Recorder / Coaching Administrator) while in this role.