



Honorary Secretary: Name and address to be supplied
Email : secretary@gliding.asn.au ABN 334 265 99 881

Position Description VSA Secretary

Summary

The secretary is the key administration officer of the club and provides the link between club members, the VSA committee and external organisations. The Secretary maintains records of club members, prepares and maintains agendas and minutes for the VSA committee, the VSA AGM and Club President meetings.

Core Responsibilities:

1. Lodging annual statements with Consumer Affairs (CA) within a month after the annual general meeting
2. Notifying CA changes to the association's name or rules, the association's registered address, secretary appointments or any changes to their details
3. Maintain register of clubs
4. Mail/correspondence – inward/outward
5. Preparation and circulation of committee, AGM/EGM's and Presidents' agendas and meeting minutes
6. Contribute in the development and implementation of VSA strategic plans and goals.
7. Communication and public relations – inward/outward
8. Maintain relationships with selected Clubs via the VSA buddy system
9. Keeping records
10. Arranging functions
11. Supporting club events/activities

See Consumer Affairs "Role of the Secretary":

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/secretary>

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