

# The Secretary

Last updated: 1 April 2025

## Background

The main responsibility of the Secretary is to manage and co-ordinate the administrative tasks and record keeping related to meetings and service delivery.

They are expected to act in the best interest of members, always. This can be an elected (by the members) or nominated position (by committee members). This will be detailed in the Club Constitution along with details about the length of tenure and voting rights.

## Responsibilities

The general duties of the Secretary may include, but are certainly not limited to the following:

- Meeting management, in conjunction with president:
  - Scheduling and coordinating board meetings,
  - Preparing and distributing meeting agendas
  - Taking accurate minutes of meetings
  - Following up on action items
- Record keeping
  - Maintaining official organisational documents such as membership lists financial records
  - Filing and archiving important correspondence and reports
- Communication
  - Handling incoming and outgoing correspondence for the committee
  - Sending notices and updates to Board and members (possibly)
- Compliance
  - Ensuring adherence to legal and regulatory requirements related to record keeping and reporting

## Skills and Competencies

- Strong communication skills
- Ability to prioritize tasks
- Familiarity with club's structure
- Detail orientated

## Resources

[Institute of Directors](#)

[27 Questions every not for profit secretary needs to ask](#) (very good how-to manual)