



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION - SECRETARY

I. KEY OBJECTIVES

- A. To keep minutes of all Committee of Management meetings and the resolutions and proceedings of each General Meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.
- B. Forms part of the Executive Committee.

2. SPECIFIC DUTIES

COMMITTEE OF MANAGEMENT MEETINGS:

- A. Attend Committee and Executive committee meetings and keep/take minutes of Executive meetings (in the absence of administrative staff).
- B. Take minutes of meetings of Committee of Management, including the times meetings commence and finish.
- C. Keep Chair of meeting time if necessary.
- D. Remind people to give you copies of correspondence and portfolio reports they table at meetings.
After each meeting collect copies of correspondence and portfolio reports tabled to file with minutes.
- E. Refer to previous minutes to check that ACTION notes have been followed up. If not, note on minutes in order to keep issue going until resolved satisfactorily.
- F. After meeting write up the minutes and post them to each Committee member. Include the Agenda for the next meeting with consultation with the President.
- G. Ensure that relevant documentation is up to date and submitted to authorities as required by law or the constitution.

ANNUAL GENERAL MEETING:

- A. At the last meeting of the year, check what special business will be done at the next Annual General Meeting.
- B. Ask for motions/ notices of business to put with the notice re AGM which the secretary has to formulate.
- C. Ensure the notice of the AGM is published under the rules of Association 2012. This includes: notice of business, nomination forms and proxy forms.
- D. Organise the process for election of offices and members onto the next Committee of Management. Refer Sec.23 AAFT Rules of Association 1993.
- E. Organise venue for the Annual General Meeting.

Prior to the Annual General Meeting...

- Have copies of Agenda, previous Minutes of AGM and Attendance Register prepared.
- Take a copy of the Rules of Association in case there is a query about voting procedures, quorum, etc.
- Take voting sheets, proxies as received and a current membership list to AGM if there is to be an election.
- To receive, table and present to the Executive Committee reports from Journal, Innovation AAFT Award, Children's Book Award committees.

After the Annual General Meeting

- Post copies of the last two Committee of Management meetings to new Committee Members.
- Draft a list of new Committee Members with addresses and contact numbers.
- Write minutes of AGM.
- Ensure copies of reports presented at AGM are filed with minutes.

Handover to next Secretary...

- Ensure that all minute books and records are passed on.

INCORPORATION RESPONSIBILITIES

- A. Ensure that Form 10 "Statement of AGM" is completed and sent to Office of Fair Trading and Business Affairs in order to ensure continuity of Incorporation.
- B. Ensure that cheque for renewal of Incorporation is acquired from Treasurer and forwarded together with the above Form 10.
- C. Ensure that the Report to the AGM is forwarded with cheque and Form 10.
- D. Ensure that Form 9 "Annual Statement by Secretary" is completed and sent with Form 10.
- E. Ensure that sufficient blank copies of Form 9 and Form 10 are retained for subsequent years completion.
- F. Oversee the sub-committees of Journal Award, Innovation AAFT Award and Children's Book Award.

I. TIME COMMITMENT

- A. Attendance at Committee of Management and Executive meetings.
- B. Recording and dissemination of minutes of Executive meetings.
- C. Attending to various phone queries as required