



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION - SECRETARY

I. KEY OBJECTIVES

- A. To keep minutes and the resolutions and proceedings of each Annual General Meeting in electronic record at head office together with a record of the names of persons present at Annual General Meeting.
- 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 (in the absence of administrative staff).
- C. Keep Chair of meeting time if necessary.
- D. 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 Committee meeting immediately preceding the Annual Conference, 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

- Email 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 records are passed on.

INCORPORATION RESPONSIBILITIES

- A. Ensure that the Annual Statement and Annual Financial Statement is lodged on-line with Consumer Affairs Victoria within one month of the Annual General Meeting.
- B. Ensure that cheque for renewal of Incorporation is acquired from Treasurer and forwarded together with the above Form 10.
- C. Oversee the sub-committee of, Innovation AAFT Award and.

I. TIME COMMITMENT

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