

# Role Description

SECRETARY

Date Last Updated: April 2014

## Purpose of Position / Subcommittee

The Secretary is the Public Officer of the Association. She is primarily responsible for updating, maintaining and archiving the records of the Association, creating the Annual Report, and organising the Annual General Meeting and Strategic Planning Day.

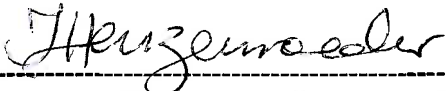
## Responsibilities of Position / Subcommittee

- Register with OCBA as the Public Officer of the Association
- Maintain the e-mail address registered to the Association's e-mail account for the Secretary
- Update the content of all WLA(SA) documents as required
- Save all documents relating to WLA(SA)/WLC Business in the archives (USB provided)
- Organise the Annual General Meeting
- Prepare Agenda and take Minutes at the Annual General Meeting
- Organise the Annual Report
- Update records post-AGM, liaise with newly elected committee members
- Organise Strategic Planning Day
- Prepare Agenda and take Minutes at the Strategic Planning Day
- Full procedure relating to this role set out in detail (attached)

## Key Relationships

The President and any other Committee members responsible for sending or receiving correspondence in relation to the Committee must forward any such correspondence to the Secretary for archiving purposes. This includes archiving event photos, minutes, agendas, media releases and so forth.

### Role Description Approved By Committee

  
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Signed by: T Heizenroeder  
Date: 29 May 2014