

# VFMC Job description - Secretary

## **1. Governance:**

The Secretary of the Victorian Folk Music Club Incorporated (“VFMC”) shall:

1. Provide Registrar (Consumer Affairs Victoria) notice of Secretary appointment within 14 days after the appointment
2. Submit AGM and club financial details (to be provided by Treasurer and Membership) to Consumer Affairs Victoria following AGM
3. Be the point of contact for Consumer Affairs Victoria, leading or assisting with relevant submissions
4. Maintain register of members (this item is formally delegated to the Membership Officer)
5. Add email account to mail client, for secretary@vfmc.org.au

## **2. General:**

1. Liaise with President (and meeting Chair) to confirm Agenda
2. Create and distribute meeting agendas and relevant documents to Committee, one week prior to meetings
3. Take meeting minutes and distribute to Committee, as soon as practicable post meetings
4. Monitor incoming emails and incorporate relevant items in agenda item ‘Incoming Correspondence’
5. Ensure meetings run as close as possible to set timeframes
6. Create/draft correspondence as required, for external or internal distribution
7. Abide by the Committee’s group norms, as determined by the Committee in the first meeting following the AGM

## **3. AGM:**

- 3.1 Prepare Agenda, collate reports and other documentation for distribution
- 3.2 Ensure Position Descriptions are updated and available for prospective office bearers

## VFMC Job description - Secretary

- 3.3 Attend AGM, assist President with proceedings and document office bearers
- 3.4 Take AGM minutes and distribute as soon as practicable post AGM