

## **Position Description**

### **Secretary**

The role of the Secretary is to perform any duty or function required under the Associations Incorporations Reform Act 2012 (the Act) to be performed by the secretary of an incorporated association.

The Secretary must give the Registrar (Community Affairs Victoria) notice of his or her appointment within 14 days of the appointment.

The Secretary is expected to follow the guidelines set down by the U3A SP Committee of Management and the Rules of Association, Code of Conduct and Privacy Policy.

#### **Legal Obligations**

Under the Rules of Association, the Secretary has a range of obligations:

- a. Ensure maintenance of the register of members in accordance with rule 18;
- b. Keep custody of the common seal (if any) of The Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of The Association in accordance with rules 73 and 76;
- c. Subject to the Act and the Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
- d. Perform any other duty or function imposed on the Secretary by these Rules.

#### **Specific duties**

The Secretary is one of the Executive members of the Committee of Management and is responsible for:

1. Assisting the Chair to run meetings of the Committee of Management, the AGM, or any other meeting of U3A SP.
2. Assisting the President with the development and maintenance of a strategic plan for U3A SP.
3. Making recommendations to the Committee of Management for action to be taken in the course of general decision making.
4. Preparing an Agenda for each monthly Committee meeting and distributing to Committee members no later than 7 days before the date of the meeting.
5. Preparing an Agenda for the AGM and distributing to members at least 14 days before the date of the meeting. If a special resolution is to be proposed, members should receive at least 21 days' notice of the meeting where the resolution is to be proposed.
6. Preparing any proposed amendments to the Rules of Association and distributing to all members at least 21 days prior to the AGM at which the amendments will be presented

and moving proposed amendments at the AGM. Subject to their acceptance by the members, arranging ratification by Consumer Affairs Victoria.

7. Arranging for previous AGM Minutes, President's Report and Treasurer's Report to be published on the U3A SP website and notifying all members of their location at least 14 days before the date of the next AGM.
8. Preparing and distributing minutes of all meetings of U3A SP attended by the Secretary.
9. Monitoring and actioning all emails received in the [secretary@u3asouthpen.org.au](mailto:secretary@u3asouthpen.org.au) email account.
10. Managing, distributing, replying to, or submitting to the next Committee meeting all correspondence addressed to U3A SP.
11. Drafting and sending general emails to all members via UMAS, as required.
12. Proof reading Newsletters and any approved correspondence or emails sent by other office holders to all members.
13. In liaison with the Treasurer, ensuring U3A SP insurance policies with VMIA and Chubb Insurance are current and receiving and processing claims under either policy.
14. Supporting the President to correspond with members regarding any infringements of the Code of Conduct.
15. Liaising with IT Team regarding maintenance of the U3A SP website as necessary.
16. Providing annual information as required by CAV.
17. Providing annual membership information as required by U3A Network.
18. Completing surveys received from U3A Network from time to time.

**Other duties which may be undertaken by the Secretary or a nominated Committee Member in the absence a Vice President:**

1. Assist the President as required, typically by representing the President at Network, or Regional Meetings, when President is unavailable.
2. Supporting the President at meetings with MPSC or State or Federal MPs as necessary.
3. Assisting at marketing functions run by U3A SP (eg, Dromana Australia Day, MPSC Activities etc)
4. Assisting with preparation and processing of Grant Applications for U3A SP

**Data Privacy & Security Statement**

U3A SP must comply with OVIC privacy legislation and respect the personal information of individual members. Volunteers are advised that any member details may only be used for U3A SP purposes. Volunteers must not release or permit the release of this information without the consent of the member involved except in an emergency. Any digital or written paperwork relating to U3A Members must be kept confidential and disposed of in a secure way. (A shredder is available for use in the U3A Office). The U3A-SP Privacy Policy Statement is available on our website ([Privacy Policy \(u3asouthpen.org.au\)](http://u3asouthpen.org.au)).