

WORKSHOP CAMERA CLUB INC.

Promoting Photography as an Art Form



Job Description - Secretary

The Secretary is the chief administration officer of the **Workshop Camera Club Inc.** and provides a coordinating and communication link between club members, the Management Committee and external organisations.

Reports To:

The Secretary is directly responsible to the President and the members of **Workshop Camera Club.**

Responsibilities and Duties

See attached detailed statement of duties.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively, particularly in writing.
- Is well organised
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Club's constitution.
- Is familiar with the rules of debate
- Has access to and is proficient in the use of e-mail and word processing software.

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the Secretary of **Workshop Camera Club** is 7 hours per month, allocated roughly as follows:

- *Prepare & distribute the agenda for the monthly Management Committee meeting – 0.25 hour*
- *Attend Management Committee meeting – 3.0 hours*
- *Prepare & distribute minutes of the monthly Management Committee meeting – 1.0 hours*
- *Attend to correspondence & other sundry matters – 1.0 hour*

Term

The Secretary is appointed for a 12 month period (until the next AGM). Unlike the President's position, there is no restriction on the number of consecutive terms a member may serve as Secretary.

Workshop Camera Club Inc.

Detailed Statement of Duties - SECRETARY

Club Duties:

- 1) To assist with the set-up and clean-up of the Clubrooms for each weekly meeting.
- 2) To collect any correspondence coming to Club via Canning Arts Centre
- 3) To layout in an appropriate manner any flyers, competition entry forms, etc. for Club members to view at each weekly meeting, and to clean up afterwards. (A file is maintained in the storeroom/library for this purpose)
- 4) To advise the President of any matters which need to be announced to the membership at each weekly meeting.
- 5) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club.
- 6) To arrange for details of Club contacts (ie. name and contact details of persons holding responsibility in the Club) to be updated and circulated to members of the Management Committee (both official and ex-officio), and to external parties (eg. WAPF, Canning Arts Centre, City of Canning, etc. as per the Club's Corporate Address Book) following any change in office bearers (especially following the Club's AGM, but also whenever subsequent changes occur during the year).
- 7) To update the Club's copy of the "WAPF Secretary's Manual" with changes as and when received, and to advise the relevant Club personnel of these changes.
- 8) To maintain the Club's perpetual Calendar of Events document, and to distribute an amended calendar following any update.

Statutory Duties:

- 1) To comply, on behalf of the Club, with:
 - a) section 27 of the Act in respect of the register of members of the Club (*to keep and maintain an up-to-date register of members and their addresses*)[***This responsibility has been delegated to the Club Treasurer***];
 - b) section 28 of the Act in respect of the rules of the Club (*to maintain an up-to-date set of Rules of the Club, and to make these available for inspection on request by any member of the Club*); and
 - c) section 29 of the Act in respect of the record of the office holders, and any trustees, of the Club (*to keep and maintain an up-to-date register of Management Committee members and their addresses*)
- 2) To prepare and distribute an agenda for each meeting of the Management Committee of the Club.
- 3) To prepare and distribute the Notice of Meeting & Agenda for each general meeting of the Club in accordance with the Club's Constitution and in consultation with the President.
- 4) To call for and receive nominations for Office Bearers & Committee members and other positions to be filled at the Club AGM.
- 5) Make arrangements (including venue, date, times and hospitality) for general meetings of the Club.
- 6) To manage the correspondence of the Club, by ensuring that:
 - a) correspondence received for the Club is acted upon as appropriate,
 - b) outgoing correspondence is prepared and sent as directed,
 - c) a summary of all correspondence, both inward and outward, and the correspondence itself, is presented to each Management Committee meeting.

- 7) To ensure that complete and accurate minutes are taken of any Management Committee or general meeting of the Club. Draft minutes should be distributed prior to the next meeting, reviewed at that next meeting, corrected as required, then signed as correct, and then filed in reverse chronological order, together with any correspondence or reports tabled at the relevant meeting.
- 8) To work with the Chairperson of any meeting to note motions and amendments voted on in those meetings.
- 9) To collect and collate reports from office bearers, and other documents tabled at formal meetings.
- 10) To maintain custody of all books, documents, records and registers of the Club, including those referred to in paragraph 5, other than those required to be kept and maintained by, or in the custody of, the Treasurer.
- 11) To maintain files of legal documents such as leases and titles.
- 12) To act as the public officer of the Club by liaising with members of the public, affiliated bodies and government agencies.
- 13) To ensure, with the other members of the Management Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 1987, are met.
- 14) To perform such other duties as are imposed on the Secretary by the Club's rules.

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SECRETARY'S DUTIES

Guidelines for Preparing & Maintaining Minutes of Meetings

1. When preparing the typed copy of minutes for any meeting (whether Management Committee meeting or Club General meeting), do NOT reinvent the wheel by typing up a new document each time. Instead, take a copy of the document containing the minutes of the previous meeting, and edit it as required for the latest meeting. This has several advantages:
 - 1.1. perpetuates a consistent format,
 - 1.2. saves time and effort by not having to type many words which are repeated from one meeting to the next.Whilst new ideas and/or styles are welcome, please consult the Committee before making any significant changes to the structure or format of such documents.
2. Minutes should be typed up as soon as practicable after each meeting whilst your recollection of the meeting is fresh, but not later than:
 - 2.1. **5 days** following a Management Committee meeting, or
 - 2.2. **7 days** following the Annual General Meeting of Club members.
3. Minutes of meetings should succinctly document the nature of any discussion and decisions made – being sufficiently detailed (but without being verbose) to enable the reader to understand why a matter was raised, the key points, the decision made and who is to action the decision. Whilst you should not write a book for each item, the minutes must be sufficiently detailed so that someone who was not at the meeting can make sense of and understand what was discussed. Refer to the attached book extract “Writing the Minutes” for further guidance in regard to preparing minutes.
4. Where action is to be taken by someone as a result of a decision at a meeting, always record the nature of the action, the name or initials of the person responsible for the action, and the deadline for such action, so as to highlight such matters and to ensure that action items are not forgotten or lost through the passage of time. Also ensure that such items are added to the Action Log addendum to the minutes.
5. Please ensure that you obtain a copy (preferably the original) of any documentation tabled at the meeting, including any correspondence in or out, financial reports and other reports prepared by others. In the top right hand corner of the document, note the meeting date at which these documents were tabled as a cross-reference.
6. Draft Minutes & Action Log of each **Management Committee meeting** should be distributed to all members of the Committee (including any who did not attend that meeting for whatever reason) within 5 days of the meeting, so that:
 - 6.1. Any errors or omissions can be corrected.
 - 6.2. Committee members are reminded of any action item for which they have responsibility.
7. Draft minutes of any **general meeting** should be forwarded to the Chairman of that meeting within 7 days of the meeting, so that any errors or omissions can be corrected.
8. All minutes should be presented at the next meeting of that body (i.e. Management Committee minutes at the next Management Committee meeting; AGM minutes at the next AGM) and ratified & signed as being a true and correct record of the meeting to which they refer.
9. After review by Chairman, and correction of any errors or omissions, the minutes of the most recent AGM, should be temporarily filed in the front of the special file containing all previous AGM minutes. At the following year’s AGM, these minutes should be tabled and ratified, and then separately filed in the special AGM history file.

10. Once final minutes are signed, they should be securely filed in a minute's file together with the agenda for the meeting, any correspondence and reports & documents tabled at that meeting – in the same order as the agenda.
- 11. *It is most important that during your term as Secretary, you maintain a neat & ordered file of meeting records, and take this file with you to each Management Committee meeting in case there is a need to refer to the minutes of a previous meeting.***
12. At the end of the year (after the AGM), all documentation relating to Management Committee meetings held during the past year (as described above) should be collated & separately archived with other records for that financial year (eg. financial records generated by Treasurer), so that all Club records for each financial year are kept together.