

Dubbo Touch Association

Position Description for Secretary

Brief description of the Secretary role:

This position is responsible for the recording and production of all minutes, correspondence and records at all DTA meetings.

Duties:

1. Keep minutes of all proceedings at committee meetings and general meetings. For all Agenda items there should be a brief summary of discussion and a clear indication of the decision made (if a vote was taken, how it was passed?) and a clear summary of actions needing to be undertaken as a result of the discussion/decision (including by whom and by when)
2. Ensure prompt circulation of minutes to all DTA committee members within a week of the meeting.
3. Maintain records of all meeting minutes during their term of office.
4. Regularly review and update committee position descriptions.
5. Collect and distribute DTA mail.
6. Maintain an accurate record of incoming and outgoing correspondence during term of office.
7. Prepare and send DTA correspondence in response to actions from DTA committee meetings.
8. Regularly check and maintain the info@dubbotouch email account.
9. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
10. Provide support and assistance to other committee members as required.
11. Provide Working with Children Check details to the Member Protection Officer.