

## Role Description: **Secretary**

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The secretary is one of the primary organisers of the club and is responsible for effective administration. The secretary is the integral link between the group and its stakeholders as well as between the group and Student Engagement.

### **Desirable attributes:**

- Be organized
- Have good computer skills
- Be a good communicator
- Be able to keep confidential matters confidential
- Be able to keep accurate records

### **Key duties:**

- Maintain records of the committee and ensure effective management of group's records
- Maintain the membership list and submit an up-to-date list to Macquarie University Student Engagement annually. The list should include name, contact details (phone and/or email), student number and date of registration or renewal.
- Maintain copies of all legal documents including but not limited to agreements, constitutions, sponsorships, and contracts student group has entered.
- Liaise within the executive committee as well as the groups' wider membership body and handling correspondence that comes with that. As well as other committee members, being the liaison contact for campus engagement queries.
- Club meetings are a big part of the secretary's role within the club. Their duties regarding meetings are as follows:
  - Convene all meetings, book meeting rooms, and send out invites.
  - Organise the AGM and send notification to all members of the group as per the constitution.
  - Draw up the meeting agenda with the president and provide supporting papers. Agendas should be concise and focused, so meetings are structured and remain relevant. Agenda should be sent out to executive members in advance.
  - Take the minutes of all meetings. Minutes of every meeting should be recorded using a consistent and structured format, including any motions and decisions passed in the meeting. An attendance and apology list should also be noted.