

Southside BMX Club

ROLES AND RESPONSIBILITIES

SECRETARY

The smooth running of the organization depends on the efficiency with which you handle the records, correspondence and other communication.

This includes:

- Attend Committee meetings;
- Prepare an agenda for each meeting, with your President/Chairperson;
- Book a venue for the 2nd Monday of each month;
- Make sure committee members are aware of the time and place of the meeting and ensure the President/Chairperson starts on time;
- Briefly read minutes of previous meeting;
- Take minutes of each meeting;
- Record all resolutions taken exactly as passed by the members and ask the President/Chairperson to repeat the words of the motion if you are unsure;
- Ensure that you record the names of the people responsible for following up a resolution;
- Type and distribute minutes to committee members;
- Update Facebook page with any information required for members;
- Follow up with committee to ensure any assigned tasks are completed in a timely manner;
- Check email account on a daily basis - southsidebmx@hotmail.com;
- Distribute emails and correspondence as required;
- Check mail box - PO Box 94 Willeton Post Office;
- Action any correspondence that is correctly addressed to the Secretary;

and

- Liaise with Web Master to update club website information.

It is important that the Secretary ensures the following happens during meetings and discussions:

- Assist the President/Chairperson to run a friendly, fair and effective meeting.
- Encourage members to put in written reports to cut the waffle and help you with your duties.
- Do not become too involved in debated discussion. If you feel you want to have close involvement in a topic, ask for someone else to take the minutes for that item.