



Gallipoli Barracks Community Centre

TERMS OF AGREEMENT FOR SECRETARY

(Name of Secretary)

I agree as the Secretary I am legally responsible for maintaining the non-financial records of the organisation as detailed in the relevant Incorporations Act. I am also responsible to carry out the duties of the Secretary as listed below:

Governance

- Ensure all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so;
- Work with the committee to ensure all correspondence that relates to the committee is dealt with in a timely manner; and
- Know the rules of the organisation and take responsibility for all the legal requirements of incorporation, including lodging the organisation's financial statements after the AGM to the peak regulatory body.

Planning

- Assist the committee to develop and implement a strategic plan for the organisation.

Meetings

- Arrange and attend meetings;
- Assist the President to prepare the agenda;
- Ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed;
- Ensure the minutes of the meeting are taken or delegated to a minute taker; and
- Work with the President to ensure the meeting runs smoothly.

Administration Management

- Maintain the Induction Kit for the Gallipoli Barracks Community Centre and provide a copy to all new Committee members on appointment;
- Ensure the policies and procedures for the organisation are kept up-to-date and are followed;
- Ensure all letters are corresponded to and all documents are properly filed;
- Maintain custody of all books, documents, records and registers of the organisation; and
- Maintain the register of members and management committee members.
- Maintain a register of all account passwords and upon resignation of any management or staff positions all passwords are to be changed and recorded on register.

Other

- I am fully committed and dedicated to the purpose, vision and objectives of the organisation;
- I will devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks;
- If I am unable to attend any meeting I agree to give the maximum notice possible;
- In the event that I must resign, I agree to give notice in writing to the committee; and
- I am aware that I can be expelled from the management committee should I not be compliant in accordance with the Constitution.

Declaration

- I have read, understand and agree to abide by the terms of this agreement;
- I have a statutory duty to safeguard the organisation's interests; and
- I will carry out my role to the best of my ability.

Signature:	Date:
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