

Secretary

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Provide advice to the President on administrative matters
Responsibilities:	<ul style="list-style-type: none"> • Keep accurate minutes of resolutions and proceedings of all meetings, except sub-committee meetings • Retain custody of all books, documents, securities and the Common Seal of the organisation • Prepare and distribute correspondence • Implement decisions of the Committee as required • Maintain the filing system of the activities of the organisation including membership files and incident reports • Ensure all organisational forms and booklets are current, including computer versions • Assist the President in the organisation of the AGM • Reporting to Consumer Affairs Victoria, Australian Business Register and other bodies • Comply with regulations of the Incorporations Associations Act • Deal with documents related to incorporation matters • Respond to any legal documents that may be served on the organisation. • Organise an annual review of the Constitution • Manage tutor service records • Advise the Committee on matters relative to its required functioning, as the representative body of an incorporated organisation. • Handle complaints process • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee.
Works With	