



Position Description – Secretary and Public Officer

Desirable Attributes:

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

Specific duties include but are not limited to:

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- Maintain records of the committee and ensure effective management of the club's records.
- Manage minutes of committee meetings, including recording the minutes and ensuring minutes are distributed to members shortly after each meeting (no later than 7 days after a meeting).
- Development of the agenda in consultation with Principal Coach, President and Treasurer and distribute prior to the meeting.
- Ensure the final copy of approved minutes is signed by the President and that all signed copies are maintained for future reference.
- Ensure that the records of the club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records.
- Ensure that proper notification is given of committee and club meetings as specified in the bylaws.
- Provide a summary of committee minutes for distribution to all club members via electronic medium.
- Assist with the organising of club functions, such as annual competition and presentation day.
- Check the club enrolment forms (including privacy information) and medical consent forms against the annual Calisthenics Victoria Inc. Administration Manual, to ensure they comply with current recommendations.
- Check the Club PO Box twice a week and distribute correspondence.
- Be committed to the implementation and compliance to the Child Safe Standards.



Public Officer

The Public Officer is the Secretary of the club and is the point of contact between the incorporated organisation and Consumer Affairs.

Specific duties include but are not limited to:

- Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee.
- Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement.
- Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- Apply to the Registrar for approval of a change within 1 month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.

Check Consumer Affairs Website (3 months after lodgement)

www.consumer.vic.gov.au and search the "Victorian Names Register" to check details of incorporation are correct.

Document Approved By:	Name	Signature	Date
President	Tammy Smith		
Principal Coach	Kylie Hermans		