

## SECRETARY ROLE DESCRIPTION

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

### **Constitutional Requirements**

Is the communications centre of the Register where letters, circulars, entry forms, and all other correspondence are both received and answered. The position also involves the responsibility for keeping minutes of the meetings and all clerical work required for the efficient running of the Register.

### **Secretary Role Description**

- Undertake role of secretary for the NZ AJS & Matchless Owners Register
- Undertake the role according to the NZ AJS Matchless Owners Register
- Incorporated Constitution
- The secretary is a member of the executive committee

### **TASKS**

- Record the minutes of the AGM
  - Date of meeting
  - Time meeting called to order
  - Names of participants and absentees
  - Corrections and amendments to previous minute meetings
  - Additions to current agenda
  - Whether a quorum is present
  - Motions taken or rejected
  - Voting - there is a motion a second and an outcome of the vote
  - Actions taken or agreed to be taken
  - Next steps
  - Items to be held over
  - New Business
  - Open discussion
  - Next meeting date and time
  - Time of adjournment
- Act as secretary for any rally committee meetings at the rally or other meetings during the year.
- Distribute the AGM minutes to the president to review then get to the newsletter for publication.
- Hold the Society's records and books except those required for the treasurer's, membership secretaries and regalia functions.
- Receiving and replying to correspondence as required by the committee.

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- Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the members at the AGM meeting.
- Advising the registrar of Incorporated Societies of any rule changes
  - i. To maintain the Register's Constitution, recording any additions, deletions, or modifications and advising the Registrar of Incorporated Societies Office of the changes.
  - ii. To advise on the implementation of the Register's Constitution (when required) and to ensure that it is properly adhered to.

NB. It does not mean that the Secretary enforces the Constitution. It means that they will approach appropriate people and advise them when the needs arise

### **March / April**

- Ensure the club meets the requirements of the Companies office
- Forward the financial report from AGM and complete survey on line
- This is done via the website [www.societies.govt.nz](http://www.societies.govt.nz)
- Go to online services
- Select file a financial statement
- Enter the organisation number 611298
- Enter contact details
- Enter registration key 8807775
- Enter details click upload statement
- Follow instructions (You will need a scanner)

### **General Tasks**

- Answer any emails or pass on to appropriate source
- Take minutes of any committee meeting
- Before next AGM see whose standing again(Jan/Feb)
- Prepare AGM notice and forward to editor (Jan/Feb)
- Make copies of the previous AGM minutes to have available at meeting
- Prepare agenda and have available for distribution at the meeting
- September renew Interislander group discount for club members
  - (Ring 0800 878 898 takes you directly to Faye Alison Quote FA 5254 and She will update discount for the coming year.)