**Position Description - VSA Honorary Secretary**

**Summary**

The secretary is the key administration officer of the club and provides the link

between club members, the VSA committee and external organisations. The

Secretary maintains records of club members, prepares and maintains agendas and

minutes for the VSA committee, the VSA AGM and Club President meetings.

**Core Responsibilities:**

1. Lodging annual statements with Consumer Affairs (CA) within a month after
2. the annual general meeting
3. Notifying CA changes to the association's name or rules, the association's
4. registered address, secretary appointments or any changes to their details
5. Maintain register of clubs
6. Mail/correspondence – inward/outward
7. Preparation and circulation of committee, AGM/EGM’s and Presidents’
8. agendas and meeting minutes
9. 6. Contribute in the development and implementation of VSA strategic plans and
10. goals.
11. Communication and public relations – inward/outward
12. Maintain relationships with selected Clubs via the VSA buddy system
13. Keeping records
14. Arranging functions
15. Supporting club events/activities

**See Consumer Affairs “Role of the Secretary”:**

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/secretary>

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