



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description

Secretary

Function: The Secretary ensures effective internal communication between committee members and maintains a consistent meeting standard of formal UASC meetings (i.e. General Meetings and monthly committee meetings)

Responsibilities:

Before Meetings

- Liaise with President re meeting requirements
- Set up meetings – advise time, date and place to committee at least one week prior
- Advise agenda and any other preparatory information
- Book necessary room

At Meetings

- Take minutes, make sure they are relevant, thorough and consistent
- Record who is present, absent, who has sent an apology
- Ensure all present have minutes and a copy of the Treasurers Report to pass relevant motions
- Report on inwards and outwards correspondence
- Check that meeting procedures are followed, i.e. passing motions or order of meeting
- Set date for next meeting

After Meetings

- Type up the minutes
- Send out to all committee members and custodian with any relevant correspondence to the proper member.
- If any correspondence is sent out, make sure to keep a master copy on file

Other Responsibilities

- Keep a UASC file of all minutes, agendas and correspondence etc.
- Ensure contact information for committee members is kept current
- Answer queries and the Club as the Secretary is the main contact. Direct or forward questions to relevant committee members when appropriate.
- Hold the Common Seal. Only the Secretary may affix the common seal to an official Club document, and only in the presence of the President or a Vice-President.
- Sign official documents if and when required.
- Take financial decisions along with the other executive members. (These are the executive officers; President, AVP, RVP, Secretary and Treasurer)

Annual General Meetings / Special General Meetings

- Liaise with President re agenda.
- Send out notice to all club members, committee members, AUSA Exec and CDO at least 14 days prior.
- Have a copy of previous year's minutes on hand to be read and accepted.
- Same as monthly meetings (order of business).
- Help with the election of new committee members, receive nominations and present to meeting.

Need anything else?? Talk to the AVP if you are unsure of anything.