

Honorary Secretary, RESULTS International (Australia)

The Secretary's Responsibilities and Functions

The Secretary has a significant roles within the Executive Committee of RESULTS International (Australia) Executive Committee to ensure that the Committee operates as efficiently as possible.

Primary Objective

To ensure Committee meetings are prepared and Committee members have all necessary information made available to them as well as recording the minutes of the meetings. The Secretary also has a key role in preparations for the Annual General Meeting.

Specific Accountabilities *(Key result areas)*

Executive Committee meetings: (normally held every 4-6 weeks)

Circulate notice of Executive Committee meeting (two weeks* prior) calling for agenda items

Collate agenda items

In liaison with President and National Manager, prepare and circulate draft agenda one week* prior to Meeting.

Take Minutes of meeting and circulate within one week* of meeting.

Annual General Meeting (ideally held in first quarter of the year)

Assist with preparation for AGM;

Prepare documents for mailing (to be received no later than 14 days prior to AGM

Draft agenda,

Notice of Motions (if any changes to the Constitution: then documents to be received my members no later than 21 days prior to AGM)

Executive Committee nomination forms.

Circulate Reports for AGM

Take Minutes of AGM

Circulate Minutes

Further details, contact Committee President, Aldo King at president@results.org.au