



## Secretary

The Secretary plays an important role in communication processes for The Base Support Services Inc. (TBSSINC) Management Committee. The Secretary is responsible for the coordination of governance obligations, and the proper management of important records such as meeting minutes and the organization's by-laws. The Secretary is also responsible for keeping track of board member terms and important filing deadlines for the organization's incorporation and charitable status.

### Duties and Responsibilities

#### **Ensure mandatory retention of documents and records:**

- To complete and lodge statutory forms/returns and reporting under the relevant legislation/regulation including, but not limited to:
  - annual accounts
  - changes in board directors, secretaries, etc.
- To liaise with the Service Manager and Committee Members as appropriate, for maintaining the validity and currency of governance documents and records.
- Proof read and correct prepared materials for correct grammar, format and completeness

#### **Ensure corporate reporting responsibilities to the Department of Fair-Trading QLD, the ACNC, and other regulatory bodies are carried out:**

- To identify actions required during the year by regulatory bodies
- To create and maintain a timetable to carry out regulatory requirements
- To ensure the timetable is made available to relevant parties
- To ensure required actions are carried out

#### **Prepare agenda and meeting papers for the TBSS Board Meetings in conjunction with the President:**

- To develop the agenda in consultation with the president
- To liaise with the Service Manager and other office bearers when constructing the meeting agenda
- To finalise and distribute the monthly management committee meeting agenda, no less than 3 working days and no more than 7 actual days prior to the meeting
- To receive motions in writing by committee members prior to the development of the agenda

#### **Coordinate meeting teleconferences**

- To ensure and coordinate meeting teleconferences
- To coordinate and assist persons using any technology deemed reasonable by the committee to attend committee meetings

**Take minutes at all TBSS board meetings and distribute in a timely manner**

- To prepare minutes of all meetings in line with the meeting procedure, unless other reasonable arrangements have been agreed to by the Committee
- To ensure the minutes are signed by the Chairperson
- To ensure the minutes are distributed in a reasonable time after each meeting

**Communicate with Office Bearers**

- To ensure any actions required, as the result of decisions made at a committee meeting, are forwarded in writing to TBSS Officer Bearers
- To liaise with TBSS Office Bearers on a regular basis responding to emails as required
- To participate in Executive Committee meetings as required

**Required Knowledge, Skills and Abilities**

- Solid administrative skills
- Sound understanding of technology
- Excellent written and verbal communication skills
- Good interpersonal skills
- Ability to perform duties in an organized and coordinated manner
- Be reliable and work autonomously at times

**Desired Knowledge, Skills and Abilities**

- Knowledge of the Not for Profit and charity sector
- Experience in a similar role or desire to undertake relevant training

**Time Commitment**

- The role of Secretary requires an estimated commitment of 20 hrs. per month