

SECRETARY / PUBLIC OFFICER FOR BALLARAT WRITERS

General

- Provide support to Treasurer, Chair and other positions regarding all correspondence and filing of records
- Attend to all incoming information line correspondence including referring appropriate items to the Publicity Officer for distribution to members. Refer items of organisational significance to the Chair etc.
- Prepare yearly return (with Treasurer and Chair) to Registrar of Incorporated Bodies. Keep record on file.
- Prepare (in consultation with Chair) all paper work and arrangements and notices for the AGM
- Attend to all correspondence on behalf of BWI (in consultation with Chair if necessary)
- Support other committee members and work as a team member
- Attend when possible appropriate events and functions of BWI
- Provide input and engage in planning and implementation of planning events and strategies for BWI
- Promote BWI within the writing sector and to the community of Ballarat and beyond where possible

Prepare Committee Meeting Agendas

- Call for agenda items
- Compile agenda
- Send agenda to committee 1 week prior to meeting with any necessary attachments
- One week before meeting send a reminder notice to all committee members and call for any apologies

Minutes of Committee Meetings

- Take clear and accurate minutes, including an action list
- Save minutes in OneDrive folder for access by all committee members
- Make any corrections to minutes as decided at committee meetings
- Collect any distributed reports for the OneDrive folder

Position description reviewed and updated January 2023