

## **U3A BROADBEACH INC.**

### **POSITION DESCRIPTION – SECRETARY**

The Secretary is the Public Officer of the organisation as required by the Associations Incorporation Act. The Secretary may take on other activities, depending on their personal interests and skills and on the needs of the U3A Broadbeach Management Committee, but their primary responsibilities are to:

- Ensure the records of the organisation are maintained and are accessible when required
- Manage incoming and outgoing email correspondence
- Ensure the Post Office box is cleared on a regular basis and distribute incoming mail as appropriate
- Call meetings in accordance with the Constitution and the requirements of the U3A Management Committee
- Prepare agendas (in conjunction with the Chairman) and circulate as appropriate prior to meetings
- Keep formal minutes of all meetings of the Management Committee
- Take primary responsibility for answering telephone enquiries regarding the organisation
- In liaison with the Treasurer, ensure compliance with all requirements of the Office of Fair Trading for provision of the Annual Financial Return.

**This is an elected position in accordance with the constitution of U3A Broadbeach Inc.**