

BANGALOW GARDEN CLUB

SECRETARY ROLE DESCRIPTION	Effective Date: February 2023
Written by: Diana Harden	Version 1 Date: 9 February 2023
<p>The Secretary's main responsibility is to take minutes at the meetings, liaise with the other committee members and communicate with the club members.</p> <p>The Secretary</p> <ul style="list-style-type: none">• Takes minutes at committee meetings and monthly club meetings.• Advises meeting of any apologies, resignations etc.• Advises meeting of correspondence in and out.• Sends the draft minutes to the Co-Presidents (and Vice President) for checking.• Finalises the minutes after receiving comments and corrections.• Advises/invites club members of/to upcoming meetings usually a week before the meeting, attaching the previous meeting minutes and monthly newsletter in the email.• Checks for mail at the club's PO Box 227 Bangalow Post Office• Distributes the mail to relevant committee member – bank statements to Treasurer, Garden Clubs of Australia magazine to other committee members and interested club members.• Other correspondence – e.g., Bangalow Show information, other garden club activities – advises committee &/or club members at a monthly meeting &/or advises newsletter editor for inclusion in newsletter.• AGM – sends out invitation advising members of upcoming AGM 4-6 weeks before AGM.• Sends our AGM reminder with previous year's AGM minutes approx. 1 week prior to AGM.• Takes Minutes at AGM and forwards to Co-Presidents and Vice-President for comments and correction.• Checks Bangalow Garden Club incoming emails. Forwards emails to club members is considered relevant and interesting.• At monthly meetings helps out where necessary e.g., assist Treasurer noting Auction numbers and prices, taking money and giving change for auction sales.• Emails information, bus trip flyers, Christmas Party invitations, invitations for other celebrations etc to club members as requested by executive committee.• Holds minutes – hard copy up till present date, soft copy on USB, club's website going forward.• At present, stores club's projector, tripod and accessories.	

- Receives current membership list with email addresses from Membership Officer before sending monthly meeting reminders.
- Publicity – advise Jenny Bird 'What's On' editor at The Bangalow Herald when secretary changes and advise new email address for new secretary.
- Receives monthly emails from The Bangalow Herald asking for the 'What's On' listing information for the following month's issue.
- Seeks guest speaker, special event, celebration, workshop etc information from the relevant committee member and emails The Bangalow Herald the information required – When, Where, Contact and detail of event/meeting
- Assists the Co-Presidents and Vice President as a member of the club's Executive Committee.