



CANBERRA QUILTERS INC  
SINCE 1976

# Canberra Quilters Inc.

ABN 49 327 425 805

## Duty Statement – Secretary

The Secretary is responsible for all correspondence and maintains the records of Canberra Quilters in accordance with legal requirements. As a member of the Canberra Quilters' Executive, the Secretary is part of the Committee responsible for managing the affairs of Canberra Quilters to enable the organisation to meet its aim and objectives. These duties are undertaken in accordance with the Canberra Quilters' Constitution and the Associations Incorporation Act.

### **General:**

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

### **Committee meetings:**

- You are responsible for advising the Committee on constitutional, policy and legislative issues to assist the Committee in making its decisions.
- Prepare an agenda (with outstanding action items) for the monthly Committee meetings from January to November, in consultation with the President, other members of the Executive and Committee. Circulate the agenda several days prior to the meeting.
- Provide a Secretary's report at the appropriate agenda item.
- Prepare and circulate draft minutes of Committee meetings, as soon as possible after the meeting (any changes usually notified at the following Committee meeting). A printed copy of the final minutes is retained for forwarding to the Archives at the changeover of Committees post the AGM.

### **Other meetings:**

- Attend Thursday evening meeting and other members' meetings when you can.
- Make announcements) as required (or arrange for announcements to be made), to publicize upcoming events, requests from members of the public seeking CQ assistance, or request information to assist in answering a query.

### **Financial responsibilities:**

- You are one of four people of the Executive who can co-sign Canberra Quilters' cheques. You are responsible with the rest of the Committee for approving spending by the group. The Treasurer will seek approval for spending at Committee meetings



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or via emails if it is urgent. The Treasurer will advise and undertake the procedures necessary for lodging your signature at the bank.

## **Connecting Threads, CQ Website and Blog:**

- Write a Secretary's column for *Connecting Threads* advising of Committee activities over the previous three months and forward to the Newsletter Editor in time for the newsletter deadlines. Deadlines are the evening meetings in February, May, August and November.
- Provide the AGM notification and agenda, previous AGM minutes and upcoming motions for the inclusion in the December edition of *Connecting Threads* informing members of the AGM.
- At the changeover of Committee's post the AGM, you provide updated names and contact details of incoming office bearers to the Newsletter Editor for inclusion in *Connecting Threads*. The Communications Officer is also requested to update the relevant Committee page on the website.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

## **Other duties:**

- Hold and review agreements between Canberra Quilters and other organisations to enable renewal action to be commenced in a timely manner. Copy agreements to Executive and appropriate Committee members as required.
- Receive and collate nominations for vacant positions for filling at the AGM. Nominations are to be prior to the date of the meeting.
- Compile the minutes of the AGM.
- Prepare announcements on the outcome of the AGM for circulation by generic email – election of office holders, motions passed etc.
- Update the list of authorised officers to collect mail from the post office box after the AGM (post office has required form.)
- Collect the mail from the post office box, noting particular deadlines relating to AGM nominations, exhibition entry cut-off dates, etc. This includes the post box outside Building C (no. 6). Distribute mail as required to Treasurer, Workshop Coordinator etc. Mail which requires the Committee's attention is listed on the agenda for the next Committee meeting and disseminated in advance if appropriate.
- You are responsible for drafting correspondence on behalf of the President and Committee – on occasion you may sign the correspondence as appropriate.
- You are responsible for any other correspondence as required in the Constitution.



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- You are responsible for handling queries in a timely manner that come through the Secretary's email account and answering/disseminating queries as appropriate.
- You are responsible for maintaining the Perpetual Calendar and advising of upcoming key dates or items requiring the Committee's attention. The Perpetual Calendar is circulated to Committee members.
- You are responsible for maintaining and updating the policy document detailing Committee's decisions that have an ongoing policy impact for Canberra Quilters.
- At the changeover of Committee's post the AGM, you forward a complete set of minutes and correspondence compiled during the preceding year to the Archives Officer for retention.
- If any changes to the Committee occur throughout the year, you inform the Newsletter Editor and Communications Officer to update the list of office bearers.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.