SECRETARY / PUBLIC OFFICER

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 Monthly Committee Meeting Agenda

* 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
* Bring tow copies of the agenda to the meeting

Minutes of Committee Meetings

* Take clear and accurate minutes, including an action list
* Save minutes in DropBox folder for access by all committee members
* Make any corrections to minutes as decided at committee meetings
* Collect any distributed reports for hard copy filing and Drop Box file (scan any hard copy items and save digital copies in DropBox. Only keep hardcopy items if absolutely necessary)