



MINUTES SECRETARY

DUTIES & RESPONSIBILITIES

- Record the Minutes & Motions of all meetings of the Association.
- Forward a copy of Minutes & Motions of all meetings to the Association Secretary for review within seven [7] days of the meeting. Any discrepancies must be immediately raised with the Executive within 48hrs.
- Maintain an electronic record of Minutes & Motions & all proceedings of each meeting of the Council, Executive Committee Special Council & Annual general Meeting.
- Maintain a record of the Minutes of all subcommittee meetings.
- In the absence of the Secretary, act as Secretary.
- Carry out such duties as the Secretary may direct.
- Work for the betterment of the Association, putting aside club loyalties.
- Have a Working with Children Check & submit to the Secretary for the records.
- Be responsible for Representative feedback and the allocations of the feedback to the appropriate executive; ie. President with Coaching Convenor or Rep Convenor.
- Consult with the Executive Committee any decision or change the impacts the Association, players or community.
- Reports directly to the President.

VERSION CONTROL

DATE	VERSION	NOTES	UPDATED BY
07.02.2022	V2.0	Revised at Council 06.12.21 ratified by Council 07.02.2022	Secretary Susanne Webb
30.01.2023	V3.0	Ratified at Council 30.01.2023	Secretary Susanne Webb
20.08.2023	V3.1	Formatting and logo changes only	Secretary Susanne Webb