

Role Description

-PNH CoM Secretary

Approved/effective date V1	September 2021
Due for review	September 2022

Prime Role

The Committee Secretary is responsible for ensuring meetings are organised, membership applications are processed and the membership register is kept and key documents and records of the association are maintained.

Responsibilities

The role involves the following responsibilities to:

- Manage CoM inward and outward correspondence.
- Ensure processes for the Notice of Committee Meetings and General Meetings in accordance with the Rules of Incorporation are followed.
- Record minutes, and ensure maintenance of records of all minutes, of Committee Meetings and General Meetings.
- Receive Notice of Motions for Committee Meetings and General Meetings, and include that business in the notice of the next relevant Meeting.
- For General Meetings, receive proxy votes from Members and ensure all the requirements of Rules of Incorporation are carried out.
- Ensure Member Application and resignation processes are undertaken, and the Register of Members is maintained, in accordance with the Rules of Incorporation.
- Receive requisitions and make preparations for a Special General Meeting held at the request of members as specified in the Rules of Incorporation.

- Ensure that all notice requirements for any Grievance Procedures, Discipline Procedures, and Suspension and Expulsion of Members, are carried out as per the Rules of Incorporation.
- Ensure all details of any Grievance Procedures, Discipline Procedures, and Suspension and Expulsion of members, are recorded as per the Rules of Incorporation.
- ~~Control~~ Ensure all records, books and documents of PNH are managed as per related legislation, except as otherwise stated in the Rules of Incorporation.
- Ensure PNH complies with reporting requirements of relevant regulators and funders e.g. Consumer Affairs Victoria (CAV); Australian Charities and Not-for-Profits Commission (ACNC); and Dept. Health and Human Services (DHHS).

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

The Secretary may delegate aspects of the role to another committee member or staff but at all times remains accountable and must ensure responsibilities are carried out.

Election and Term

The Secretary is directly elected by the members of PNH at the Annual General Meeting each year and holds the position until the next Annual General Meeting.