

SECRETARY

Attend Admin Committee meetings (5) and General meetings (5).

Specific duties:

- Respond to emails in a timely manner.
- When correspondence contains news about some event or function, send an email to committee members to facilitate timely distribution.
- Maintain a record of email correspondence inwards and outwards.
- Forward a list of relevant correspondence which is to be discussed at the Committee meeting to Minutes Secretary for the agenda.
- Select relevant correspondence for the share table at Sunday meetings.
- As per the Constitution: Maintain the register of members.

(a) For each current member:

- i. the member's name;
 - ii. the address for notice last given by the member;
 - iii. the date of becoming a member;
 - iv. any other information determined by the Committee.
- Update member list adding new names and contact details; prepare a csv email list if using Mailchimp for sending out bulk emails.
- Prior to March meeting remove names of members who have not attended a meeting or communicated with SWAN in last 3 years.
- When there is a change of Secretary, register this change with Consumer Affairs Victoria within 14 days after appointment.
- Work with the Treasurer to ensure the Annual Information Statement to Australian Charities and Non-Profits Commission (ACNC) and ABN contact details are submitted to authorities as required; and advise CAV of any changes made to the association's name, details or rules.

Approximate time involved: 5 -10 hours per week.