

11.4 Being a successful Secretary

What is a Club Secretary?

The Secretary is tasked with keeping the Club's (non-financial) records and ensuring that meetings (and the general management of the Club) run smoothly. The Secretary is the first point of contact for correspondence and is responsible for ensuring that tasks are completed.

What are the responsibilities of a Club Secretary?

According to the Arc Clubs Model Constitution, the Secretary has the following responsibilities:

- To be responsible for receiving and replying to all correspondence on behalf of the Club;
- To organise meetings, agendas (in consultation with the President), and minutes;
- To keep relevant Club papers in order;
- To coordinate elections; and
- To maintain the membership list, updating when changes are made.

Note: Depending on the Club and its constitution, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.

Some tips to do a good job

Effective time management is one of the most important traits of a good Secretary. The Secretary needs to ensure that all records are kept up-to-date, meeting agendas go out on time and minutes are typed and distributed promptly. Obviously, communication skills are important as the Secretary is required to communicate closely with the Executive as well as dealing with external correspondence. Further, organisational skills are important to ensure that meetings run smoothly, and records are kept up-to-date.

Where can I find out more information?

Taking Minutes

<http://www.resourcecentre.org.uk/information/taking-minutes/>

Need Help?			
Call Us	Email Us	Visit us	Office Hours
02 9065 0930 <i>(during office hours)</i>	clubs@arc.unsw.edu.au	Level 2, Basser College <i>(just off the Basser steps past the Quadrangle)</i>	During Term: 10am - 4pm Outside Term: By appointment only
Files and Forms: www.arc.unsw.edu.au/clubforms		Clubs Handbook: www.arc.unsw.edu.au/clubs/clubshandbook	