

# Wellington Tramping & Mountaineering Club

## Role Description



Revised Feb 2016

**Position:** Secretary

**Responsible to:** General Committee

### **Responsible For:**

1. Ensuring that all correspondence received by the Club is promptly and satisfactorily dealt with
2. Ensuring that all General Committee Meetings and General Meetings of the Club are called according to the terms of the Club's Constitution and that proper records are kept of the business of those meetings (where possible minutes should be uploaded to the Club website).
3. Ensuring that the general provisions of the Club's Constitution are complied with and that the Club's management is in accordance with the requirements of an Incorporated Society
4. When necessary, updating the club policies and documentation as directed by the committee and in accordance with the Club's Constitution
5. The secretary is a signatory on the club bank account and should be available to electronically approve payments on a regular basis.

### **In Particular the Secretary is Responsible For:**

1. Clearing the Club's Post Office box regularly and the custody of the key for the Post Office box.
2. Bringing to the attention of the President all mail which requires urgent reply and in conjunction with the President ensuring that such mail is replied to.
3. Ensuring that all outward correspondence is sent in accordance with directions of the General Committee or General Meetings of the Club.
4. Ensuring that FMC bulletins and the WTMC journal are sent out to all club members, although this task can be delegated to another club volunteer.
5. Positing or distributing notices of meetings of the General Committee or of General Meetings of the Club in accordance with the Club's Constitution and any special directions of the General Committee.
6. Ensuring copies of Annual Reports, Statements of Accounts, and Balance Sheets are available to all club members through the website, and that these are also uploaded annually to the Registrar of Incorporated Societies, and made available to any other persons as may request to view them.
7. Ensuring that, in all cases when a matter is not completed at one meeting that matter is brought to the attention of all subsequent meetings until it is completed.
8. Keeping the Club's Common Seal in safe custody.
9. Ensuring that nominations for positions on the General Committee are called and received in accordance with the Club's Constitution.
10. Arranging or undertaking such other activities or functions as the General Committee may from time to time determine.
11. Distributing the agenda for forthcoming committee meetings to the rest of the committee in advance of the meeting.

### **Membership of Committees:**

None

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### **Liaison:**

The Secretary shall maintain adequate liaison with:

1. The President for consideration of urgent matters and the calling of meetings for the General committee and General Meetings of the Club.
2. All Club Officers.

### **Financial Authority:**

The Secretary has authority to make urgent payments due without prior approval by General Committee where those payments are in accordance with an established pattern.