



Audax Australia Cycling Club

Position Description – Secretary

Introduction

Audax Australia Cycling Club is a non-profit national cycling Association established to promote and run Audax Cycling – long distance cycling events. Volunteers work across Australia in a variety of roles to support the Club's operation.

Position Description

The Secretary works closely with the President and is the main administration officer of Audax Australia Cycling Club. The Secretary provides the coordinating link between Club Members, the National Committee, National Position holders and outside agencies.

The Secretary's responsibilities are defined by legislation including the *Associations Incorporation Act 1981 (Vic)* and the Club's Constitution.

Responsibilities and Duties

The Secretary should:

- Manage the administration of National Committee and Club General Meetings in consultation with the President, including:
 - Prepare the agenda
 - Make arrangements for venue, date, times and hospitality for such meetings
 - Send adequate notice of the meetings
 - Collect and collate reports from National Committee Members and National Position Holders
 - Call for and receive nominations for National Committee positions for the Club AGM
 - Take the minutes of National Committees and Club Annual and General meetings
 - Write up the minutes as soon as possible after the meeting
- Maintain:
 - Club's Membership Register of ordinary and life members
 - Club's Accident Report Book (as required by our insurers)
 - files of legal documents such as the Constitution and all Regulations (including Regulations, Annexure and Ride Rules)
- Act as the Public Officer, liaising with members of the public, affiliated bodies and government agencies; including:
 - Providing the Annual Return to Consumer Affairs Victoria
 - Updating the Register of Directors with ASIC (Australian Securities and Investment Commission)
- Read, coordinate reply and file correspondence promptly
- Respond to general duties as required by the National Committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Is alert to the legal and Constitutional requirements of the Club

- Can communicate effectively
- Methodical, well organised and can delegate tasks
- Can maintain confidentiality and impartiality on relevant matters
- Is persistent

Time Commitment and Term

The Secretary is elected as a member of the National Committee under rule 17 of the Club Constitution at the Annual General Meeting for a one-year term. The Secretary may stand for re-election.

The estimated time commitment required as the Secretary of Audax Australia is approximately [] hours per week.

Secretary's Calendar – Planning the Administrative Year

IMMEDIATELY POST AGM

- March issue of Checkpoint

Advise the editor of up-to-date contact details for all members of National Committee for publication on page 1. The deadline for this issue is generally the first week of February. Arrange updates to the club website.

WITHIN 30 DAYS OF AGM

- Attend to Statutory obligations:
 - Provide Annual Return to Consumer Affairs Victoria. Form and all information should form part of handover from outgoing Secretary
 - Update Directors (committee members) with ASIC through lodging ASIC Form 490. Provide the following information for new Committee members:
 - Full name
 - Address
 - Date of birth
 - Place of birth
 - Details of any name changes

(When newly appointed, the Secretary will have to ask a continuing member of the Committee to sign the form.)

- Write up the Minutes of the AGM
This is the easiest meeting of the year as most of the minutes will consist of the President's Report and the Treasurer's Report.
- In conjunction with President and all other National Committee members, schedule meetings for the rest of the year.

THROUGHOUT THE YEAR

- Updates to ASIC form 490 (as above). Any changes that are a result of Regional AGMs will need to be notified to ASIC
 - NOTE If you are late (more than 30 days after change) ASIC will fine the Club
- Remind State Representatives that minutes of Regional AGM and other meetings must be lodged with Secretary
- Organise National Committee meetings
- Remind National Committee members to submit reports for circulation before the meeting
- The Agenda and committee papers should be circulated at least 7 days before the scheduled date of the meeting.
- Take the minutes of National Committees meetings, noting attendance and apologies and identifying key decisions and action items. For important motions include the names of both the mover and seconder. For minor motions, use a simple statement such as: "It was

resolved that ...”, “It was agreed that ...”, or “The NC resolved to ...”. Avoid recording expressions of a general nature that will bind future meetings and ensure when recording motions, particularly difficult ones, that you understand them fully.

- Settle draft Minutes with the President and circulate to NC members asap after a meeting. Circulate these with a list of action items and responsible Committee Members
- Use the Committee’s google group for all communication

PRIOR TO AGM

- The Constitution determines the process for issuing notices/setting the agenda/ calling for National Committee position nominations. This must be done no later than 45 days in advance. Refer to Constitution for all details and use the Guide for Public Officers and Secretaries of Victorian *Associations Incorporation Act 1981* as a reference.
- Other information needed for the AGM:
 - List of recipients of Outstanding Member Awards plus the certificates for presentation. These are presented at the AGM and you will need to ensure that Regional Presidents/ State Representatives have this done well before the AGM. Ideally this should be all finalised well before Christmas as you will need to ask the *Checkpoint* editor to organise the printing of the Certificates.
 - Recipients of Riding Awards. Ultra Randonneur and Australian Randonneur Awards will be announced and presented at the AGM.
 - Recipients of Riding Awards. Announcement may also be made for Year Round Randonneur and Woodrup 5000, so you may need to have the lists from the Awards Secretary.
- (If necessary) organise an election for Committee members and Office bearers.
- Keep the President informed of any matter which may assist or invalidate proceedings
- Ask the President to provide the text of their report for incorporation into the Minutes
- Material to have available at the AGM
 - Minutes of previous AGM
 - Financial reports
 - Attendance sheets for members to sign
 - (if necessary) ballot forms and candidate statements, returning officers for ballots

Resources for the Secretary

LEGAL INFORMATION

PILCH (Public Interest Law Clearing House) operates a website <http://www.pilch.org.au/> which is a very useful resource for understanding the legal requirements for running an Incorporated Association. Get to know your way around this website. Audax is incorporated in Victoria and this website explains the Victorian law.

NEWSLETTERS AND BULLETINS

Both PILCHconnect and the ACNC have email newsletters which are received at secretary@audax.org.au

HANDBOOKS

Again PILCH has the best resource, a handbook for Secretaries and Public Officers of Victorian Incorporated Associations. THIS IS YOUR BIBLE! For this and other publications try <http://www.pilch.org.au/runningtheorg>

EDUCATION

PILCH newsletters have information about courses. Some will be useful to you.

The 10 Secretarial commandments

- Thou shalt prepare an agenda, with your President, for every meeting.
- Thou shalt make sure National Committee members are aware of the time and place of the meeting and ensure the President starts on time.
- Thou shalt not read the minutes of the last meeting in full (unless members require it).
- Thou shalt not attempt to take detailed notes of discussions.
- Thou shalt record all resolutions taken exactly as passed by the Members and ask the President to repeat the words of the motion if you are unsure.
- Thou shalt ensure that you record the names of the people responsible for following up a resolution, since failure to do so will result in you, the Secretary, doing everything!
- Thou shalt not volunteer. Nominate Committee members to assist. That's what they're there for.
- Thou shalt not become too involved in debated discussion. If you feel you want to have close involvement in a topic, ask for someone else to take the minutes for that item.
- Thou shalt encourage members to put in written (even hand-written) reports to cut the waffle and help you in your duties.
- Thou shalt remember that all National Committee members, especially the Secretary, must help the President run a friendly, fair and effective meeting.