Position: Secretary

## Role Statement

The secretary is the primary administration officer of the committee and often provides the communication link between the Committee and Council and the Committee and organisations and people using the facility or community asset.

The position of secretary has several important roles and responsibilities that include:

* Establishing and communicating a regular Community Asset Committee meeting schedule;
* Preparing and distributing meeting agendas and advising of meeting details,
* Taking minutes of CAC meetings and ensuring that minutes are distributed;
* Keeping all relevant records;
* Writing letters from the Committee and receiving and disseminating correspondence;
* Maintaining an up-to-date Committee contact lists;
* Fulfilling all statutory requirements of a Community Asset Committee as defined in the Council’s Instrument of Delegation;
* Coordinating grant applications, newsletters, flyers and media releases when required;
* Preparing an annual secretary’s report at the annual general meeting of the CAC.

Other relevant responsibilities are carried by all Committee members and include:

* Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee;
* Contributing to building teamwork and developing respectful relationships;
* Attending all committee meetings and actively participating in decision making;
* Bringing to the committee’s attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.