



Regional Secretary – Role and Responsibilities

The role of the Regional Secretary is to ensure meetings are effectively organised and that the flow of information between committees, the board and the national Office is effective. The secretary will be called on to provide and obtain information and data and must also ensure that all actions assigned by the committee to appropriate individuals is followed up and completed within set time frames.

Generally, you are to:

- 1) Co-ordinate and organise the Regions Teleconferences, Ordinary and Annual Regional Meetings. Ensure all meetings are in the info calendar and notify National Office of the need for teleconferencing facilities if required
- 2) Seek agenda items from other committee members, draft the agenda and send it to the committee members.
- 3) Take the minutes of each meeting and provide them to the committee, upload them to your website and forward the confirmed minutes in electronic format to the National Office.
- 4) Reply as promptly as possible to any enquiries regarding the committee.
- 5) Maintain effective records and administration, including sorting and directing mail to the appropriate people and filing.
- 6) Ensure that any confidential committee information is appropriately stored with access only to the appropriate people.
- 7) Copy of all Regional newsletters to be sent to the National Office and also arrange for a copy of the newsletter to be sent directly to the:
 - a) AAA President;
 - b) AAA Secretary; and
 - c) Preliminary Processing, National Library of Australia, ACT 2000 (it is a legal requirement that all publications be lodged as a Legal Deposit with the National Library of Australia).