

BUSHWALKERS OF WESTERN AUSTRALIA INC

ROLE OF SECRETARY

The current BOWA Constitution requires the Secretary:

- to call Committee meetings (giving 7 days' notice) [Cl. 7(a)]
- to call Annual General Meetings and Special General Meetings (giving 14 days' notice) [Cls.9(a),(b),(c); 11(a)]
- to ensure that full and accurate minutes are taken of Committee meetings and General meetings [Cl.9(1)]
- to receive proposed amendments to the Constitution (30 days prior to a General meeting) [Cl.11(b)]
- to maintain the rolls of Full, Probationary and Honorary Life Members, showing members' names and addresses [Cl.5(j)]
- to have custody of the common seal of the Club [Cl.12(b)]
- to have custody of all Club records, other than those required to be kept by the Treasurer [Cl.13] and to facilitate members' access to such records [Cl.14]
- to receive member resignations [Cls.5(fa); 5(i)(i)]
- to receive notifications from probationary members whose membership has been terminated by a walk leader that they wish to have the termination considered by the Committee [Cl.5(h)]
- receiving notice of unresolved disputes between members or between members and the Club and (within 28 days) convening a Committee meeting to consider the dispute [Cl.5B(b)-(c)].

In addition, the Secretary:

- ensures, in conjunction with the President, the preparation of meeting agendas
- attends to correspondence received, either immediately if appropriate or in accordance with directions given at a Committee meeting or general meeting
- sends the correspondence required to implement the decisions made at a Committee meeting or General meeting
- maintains a record of correspondence (including emails) in and out of the Club
- maintains an up-to-date copy of the Constitution (as required by s.35(1) *Associations Incorporation Act 2015*)
- should be familiar with the Constitution, so as to give guidance if necessary to the President at meetings
- in the event of an injury to a member requiring medical treatment, forwards to the Club's insurer a completed Incident Report Form, if possible within 30 days of the incident occurring.

By 30 June each year, in accordance with reg.15 *Associations Incorporation Regulations 2016*, an Information Statement is to be filed with Consumer Protection

- (a) confirming the association's address
- (b) confirming that the Club has at least 6 members with full voting rights
- (c) advising the date of the Club's most recent AGM
- (d) advising the Club's revenue for the most recent Club financial year.

14 November 2018