

# FACT SHEET

## Role of the Secretary

**The Secretary provides a vital connection between the President, the committee and the club/society members. The first task of the Secretary is to record and maintain a membership list of all members in order to keep in contact with them electronically.**

The list should provide name, email address, mobile number and note if member is a current UTAS student (must note student ID number), associate member, staff or junior (under 18 years of age).

The secretary is responsible for arranging meetings, venues, preparing agendas and taking minutes of the club/society's meetings. The Secretary is generally expected to be the first to arrive at the meeting venue to ensure that all is well and the last to leave to ensure that all is still well.

### Summary of the role

#### Preparing for the Meeting:

- Draw up an agenda, in consultation with the President.
- Ensure that Executive committee members that are required to attend meeting tender a report if necessary.
- Arrange and list general business, correspondence, reports and apologies received for the meeting.
- Email the agenda out to members.
- Make sure that the meeting room is adequate and accessible for all attendees.

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# Role of the Secretary

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## At the Meeting:

- Record names (first and surname) of all attendees.
- Note any apologies and record names of any observers attending.
- Distribute copies of agenda (which includes previous minutes for approval) at the meeting, as well as any incoming and outgoing correspondence to be received.
- Note the decisions and actions of the meeting, ensuring they are brief but accurate.
- Record and relate all motions (include first and surnames of members who move and second motions) regardless of their result as well as their count if necessary.

## Between Meetings:

- Ensure that the correct minutes of the meeting held are completed, as these are the official records and are very important for future reference.
- Write all letters as the club/society Executive directs and bring attention to all incoming letters to allow the club/society Executive to keep up to date with all matters arising.
- It is the duty of the Secretary to keep a record of all inward and outward correspondence and to collect the club/society's mail. It is also compulsory to have the TUSA as your mailing address.

## TUSA Mailing Addresses:

### Hobart based Societies

TUSA (Society name)  
Tasmanian University Student Association  
P.O. Box 5055 University of Tasmania LPO  
SANDY BAY TAS 7005

### Launceston/Cradle Coast/Rozelle based Societies

TUSA (Society name)  
Tasmanian University Student Association  
Locked Bag 1333 LAUNCESTON TAS  
7250