

MGVVCC OFFICE BEARERS
GUIDELINES FOR CLUB SECRETARY

Policy

The elected Club Secretary, Executive and Committee Members shall draw reference from the Club Constitution which document constitutes the rules of the Mount Gambier Veteran and Vintage Car Club Incorporated and abides by these rules. All references to the content of the Club Constitution will be notated [*in italics*] when required. For Information: The role and responsibilities of MGVVCC Committee of Management Executive should be documented and available to Committee of Management members.

Role Of The Elected Club Secretary

The elected Club Secretary is a paid up [financial] Club Member of the Mount Gambier Veteran and Vintage Car Club Inc. whose appointment is a 12 month term of office for one to three consecutive years. [*Constitution pg5 Rule 9 AGM pt 1. All retiring members of the committee shall be eligible for re-election provided however that no member shall hold office as President, Secretary or Treasurer, for more than three consecutive years.*] The Club Secretary shall represent the Membership and uphold the Objects of the Club [*Constitution pg1-2, Rule 3 Objects*] and carry out any duties or functions such are required for the Club.

Duties of Minute Secretary

Before the Club's Management Committee Meeting

- Consult with the Chairperson on the order of business for the meeting, and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Management Committee and circulate at least 7 days prior to meeting;
- Ensure that the notice of the meeting is given and confirmed (usually advertised monthly in the Club Magazine), and that copies of the relevant agenda is prepared for Management Committee Members meetings, for Annual General Meetings or Special General Meetings, in accordance with Club Constitution, and ;
- Circulate to all committee members (a) any papers to be discussed at the upcoming meeting and (b) a copy of the agenda, minutes of the previous meeting. This information can be advertised via Club Magazine as appropriate; and
- Make sure that any reports or information requested at the last meeting is available or that there is a good reason why not.

At each Management Committee, General, AGM or Special General Meetings

- Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order. Record the names of those who are present, and convey and record apologies received from those who are absent;
- As required, read the minutes of the previous meeting, and if they are approved, obtain the Chairperson's signature on them;
- Report on action or matters arising from the previous minutes. Table and read any important correspondence that has been received;
- Take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person/s or group responsible for carrying them out. Make sure action points are clear; and
- Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.

After the Meetings

- Prepare a draft of the minutes and consult the Chairperson and other Management Committee members (where relevant) for approval;
- Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked; and
- Promptly send all correspondence as decided by the Management Committee and General Meeting;
- Ensure that copies of Minutes from all meetings are provided to the MGVVCC Magazine Editor for inclusion with each magazine edition, together with any other information requiring circulation to the club membership.

Other Duties

In collaboration with Management Committee and Club Members, carry out any other appropriate Secretarial or Other duties that are related to the Constitution Rules, for the benefit of the Club Membership and within the rules and responsibilities under the relevant SA Government Acts.

INCUMBENT DATE OF APPOINTMENT
(Signature)
PRINTED Name) TERM OF OFFICE2014 – 2015.....