

## **Secretary**

### **Brief Role Description**

Ensures that SIRA is compliant with NSW laws and SIRA's constitution in relation to members, meetings, elections and other matters

Receives and distributes incoming and outgoing communications

Answers members' queries or delegates the query to the appropriate committee member

Oversees the membership management function

Oversees SIRA's water agreements

Prepares and distributes meeting agendas

Takes minutes of committee meetings

### **Detailed Role Description**

Ensures that SIRA is compliant with NSW laws and SIRA's constitution in relation to members, meetings, elections and other matters

Adheres to the SIRA Community Engagement and Communications Charter

Follows the SIRA Communications Strategy document

Collects and files copies of all mail and electronic mail; distributes to relevant SIRA committee members, subcommittees and service providers in a timely manner; gives any invoices and monies to Treasurer

Answers members' questions and comments in consultation with President, SIRA committee and subcommittees

Prepares agenda for meetings in liaison with President and SIRA committee; records community requests and motions; publishes agenda and notice of committee meetings as SIRA News

Records all incoming and outgoing correspondence necessary to be reported at committee meetings; presents a Secretary's Report at committee meetings

Takes minutes of committee meetings; distributes draft minutes to committee within 2 weeks of meetings; finalises minutes for approval at following committee meeting; posts draft and approved minutes on website

Liaises with subcommittees on behalf of the SIRA committee; updates and distributes subcommittee membership details to all subcommittee members

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members