

Secretary Job Description

The key responsibilities of the Secretary are to understand the BDI Constitution, Policies and Procedures.

Reports to the CEO

The BDI Secretary is BDI's nominated representative for the purposes of complying with Incorporated Associations Act. The Secretary's role includes;

Legislative Responsibilities

The secretary will also act as the "public officer" of the BDI so generally becomes the BDI's nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant Government bodies of their appointment (ANCA/ACCC – CAV)
- Lodging on behalf of BDI all reports and notices as required by the relevant Incorporated Associations Act.

Meetings

- In conjunction with CEO, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible.
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Record minutes of meetings and send out within ONE week of meeting.
- Prepare and circulate according to BDI rules, the notice convening the annual general meeting, and ensuring all members are invited.
- Maintain the minute book or electronic minutes of the BDI committee and general meetings, ensuring the minutes of each meeting are signed by the CEO confirming they are a true and correct reflection of the meeting.

Communication

- Accept and send all correspondence.
- Arranges functions.

Requirements

- Have a good working knowledge of the Constitution, BDI rules, policies and procedures.
- Act in the best interest of BDI.
- Attend all committee meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for current "Working with Children" Check.
- Encourage committee's role in strategic planning.
- In the absence of the CEO, Chairs meetings of the Committee after developing the agenda with the CEO.

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and BDI, they should immediately notify the BDI CEO of the conflict who will immediately inform all other committee members.

Name: _____ Date: _____

Signature: _____

Name of CEO: _____

CEO Signature: _____

