



## AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION Inc.

ABN. 73 216 365 975

PO Box 468

Richmond NSW 2753

Email [admin@adna.org.au](mailto:admin@adna.org.au)

[www.adna.org.au](http://www.adna.org.au)

### **SECRETARY**

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#### **The Administration Officer assists and supports most duties including the website management.**

The Secretary is responsible for the documentation and communication of the activities of the committee. The Secretary communicates and supports the Administration Officer and provides the links between the committee members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.

#### **Desirable attributes**

The Secretary should:

- Be organised
- Have computer skills
- Be able to keep confidential matters confidential

#### **Specific duties include but are not limited to:**

- Maintain records of the committee and ensure effective management of records
- Check the minutes of committee meetings are true and correct and sent to the President for final editing. The minutes are taken by the Admin Officer then distributed to members shortly after each meeting.
- All documents for the AGM are sent to all members 21 days prior to the AGM ie. All committee nominations, the ADNA Constitution, The Agenda and the minutes from the previous year.
- AGM members are noted as present.
- AGM minutes are taken and typed and ready for editing by the President.
- Development of the agenda in consultation with the Admin Officer and distributed to the committee prior to the meeting
- Is sufficiently familiar with documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the committee's business
- Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports and other official records
- Provide an up-to-date copy of the constitution and bylaws at all meetings.
- Ensure that proper notification is given of committee meetings as specified in the bylaws



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- Manage the general correspondence of the committee except for such correspondence assigned to others.
- Help and lead the committee in providing systematic communication from the committee to relevant personal and organisations