

Position description: Secretary

Office bearers of the Society of Editors (Western Australia) Incorporated are defined in rule 10 (Committee of Management) of the constitution:

- President
- Vice President
- Secretary
- Treasurer
- and at least four others.

They are elected at the Annual General Meeting for a one-year term or co-opted under rule 10(5) until the next election. Nominees must be financial members of the Society.

Additional positions which may be appointed by the committee include:

- Institute of Professional Editors (IPEd) Councillor
- IPEd Deputy Councillor
- IPEd Accreditation Board Society Delegate
- IPEd Accreditation Board Society Alternate Delegate
- Membership Officer
- Website Coordinator
- Newsletter Editor
- Newsletter/Yahogroups Coordinator
- Training Coordinator.

The committee undertakes to further the objects of the Society and to improve the benefits and services offered to its members. The committee draws up an annual program of meetings and events. The committee oversees the Society's communication vehicles which may include newsletter, email group, website/blog, forum, membership directory/database and freelance register.

Personal and contact information of Society members is confidential, including details in the Society's register, database, membership applications and renewal forms. Office bearers may access this information only in order to carry out their duties. Such information may not be disseminated to any other party.

Responsibilities of the Secretary

- Issue notice of committee meetings, annual general meeting and special general meetings (formal meetings) and agendas according to the rules of the Society.
- Keep full and correct minutes of all committee meetings, annual general meeting and special general meetings.
- Comply on behalf of the Society with the following sections of the *Associations Incorporation Act 1987*:
 - section 27, register of members
 - section 28, the rules of the Society
 - section 29, record of office bearers and any trustees of the Society.
- Coordinate the correspondence of the Society as directed by the committee.
- Ensure safe custody of all books, documents, records and registers of the Society (other than those held by the Treasurer), including the Common Seal.
- Perform other duties as requested by the committee or imposed by the rules of the Society.

Procedures

Agenda

- Set agenda with input from President and other committee members.
- Distribute agenda via email to committee members at least one week before committee meeting.

Minutes

- Distribute draft minutes of previous meeting via email to committee members within one week after meeting.
- If necessary, correct draft minutes and distribute final version to committee members at least one week before the next committee meeting.
- Print off final version of the minutes.
- At the next committee meeting:
 - Record any amendments to previous month's minutes by hand on the final version and present for signature by presiding chair.
 - Record full and correct minutes of the meeting.
 - Ensure Treasurer's report is recorded in the minutes including the current closing bank balance and any disbursements.
- Enter signed copy into official minutes book together with agenda, Treasurer's report and any other attachments presented at meeting.

Year end and AGM

The financial year end is 31 January and the AGM is held in March.

- Ensure that minutes book is up to date and pass it to the Treasurer to give to the auditor for the annual audit. Suggested handover is the January meeting, to be returned to the Secretary at March AGM or April meeting.
- Ensure members receive notice of the AGM at least 20 days prior to the date of the AGM together with nomination form and invitation to nominate for committee positions.
- Compile nominations received for committee positions to present at AGM.
- Print a clean copy of the minutes of the previous year's AGM to be signed by the presiding chair at the AGM.
- Prepare about 30 photocopies of agenda and minutes of the previous year's AGM to distribute at AGM.
- Record full and correct minutes of the AGM including committee position elections.
- Record in the committee meeting minutes any subsequent appointments of committee members.
- Ensure new bank signatories are minuted in the April minutes.
- Financial Statements are to be signed by the President and the Treasurer and filed in the minutes book.

General

- Help arrange meetings.
- Cause notice of networking meetings to be sent out if required.
- Answer or forward to the relevant officer any email or postal queries from potential new members, current members and potential clients looking for an editor.
- Forward information from other societies and employment opportunities via the Yahoogroup mailing list to members.