

BUSHWALKERS OF WESTERN AUSTRALIA INC

ROLE OF SECRETARY

The current BOWA Constitution requires the Secretary:

- to call Committee meetings (giving 7 days' notice) [Cl. 7(a)]
- to call Annual General Meetings and Special General Meetings (giving 14 days' notice) [Cls.9(a),(b),(c); 11(a)]
- to ensure that full and accurate minutes are taken of Committee meetings and General meetings [Cl.9(1)]
- to receive proposed amendments to the Constitution (30 days prior to a General meeting) [Cl.11(b)]
- to maintain the rolls of Full, Probationary and Honorary Life Members, showing members' names and addresses [Cl.5(j)]
- to have custody of the common seal of the Club [Cl.12(b)]
- to have custody of all Club records, other than those required to be kept by the Treasurer [Cl.13] and to facilitate members' access to such records [Cl.14]
- to receive member resignations [Cls.5(fa); 5(i)(i)]
- to receive notifications from probationary members whose membership has been terminated by a walk leader that they wish to have the termination considered by the Committee [Cl.5(h)]
- receiving notice of unresolved disputes between members or between members and the Club and (within 28 days) convening a Committee meeting to consider the dispute [Cl.5B(b)-(c)].

In addition, the Secretary:

- ensures, in conjunction with the President, the preparation of meeting agendas
- attends to correspondence received, either immediately if appropriate or in accordance with directions given at a Committee meeting or general meeting
- sends the correspondence required to implement the decisions made at a Committee meeting or General meeting
- maintains a record of correspondence (including emails) in and out of the Club
- maintains an up-to-date copy of the Constitution (as required by s.35(1) *Associations Incorporation Act 2015*)
- should be familiar with the Constitution, so as to give guidance if necessary to the President at meetings
- in the event of an injury to a member requiring medical treatment, forwards to the Club's insurer a completed Incident Report Form, if possible within 30 days of the incident occurring.

By 30 June each year, in accordance with reg.15 *Associations Incorporation Regulations 2016*, an Information Statement is to be lodged with Consumer Protection by an authorised person (which term includes a Club committee member), preferably electronically through its password protected portal AssociationsOnline:

- (a) confirming (or changing) the association's address
- (b) confirming that the Club has at least 6 members with full voting rights
- (c) advising the date of the Club's most recent AGM
- (d) advising the Club's revenue for the most recent Club financial year.

Following each AGM and any appointment or change of office bearers, HikeWest Inc is to be advised of the name and BOWA email address of the current President, Vice-President, Secretary and Treasurer.

The Secretary should also liaise with the Peter Wasser (the present BOWA webmaster) to ensure that the Club's contact address for its domain name bushwalkerswa.asn.au, submitted through the web host Panthur, is current.