

# BMW Motorcycle Club Policy Document



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**Policy Name**    **Role Description - Secretary**

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## Initiated By

Document Owner(s)	
BMW Motorcycle Club Board	

## Policy Version Control

Version	Date	Author	Change Description
1	July 2017	G. Williams	Document created
2	January 2020	D. Ross	Document updated

The Secretary is responsible for the documentation and communication of the activities of the Board. The secretary is the primary administration officer of the Board and provides the links between the Board, members and outside organisations.

### Desirable Attributes:

The Secretary is:

- organised
- able to keep accurate records
- an excellent communicator
- able to develop good relationships internally and externally
- competent in his/her knowledge of the Constitution, rules and duties of office bearers
- able to keep confidential matters confidential

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

- Maintain records of the Board and ensure effective management of Club's records
- Manage Minutes of Board meetings, including recording the Minutes and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Development of the agenda in consultation with other Board members and distribution prior to the meeting
- Is sufficiently familiar with all current Club 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 Board's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained

- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Board members, Board meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Club and Board. He / she will ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Board and Club meetings as specified in the bylaws
- Manage the general correspondence of the Board, except for such correspondence assigned to others
- Help and lead the Board in providing systematic communication from the Board to members and other relevant stakeholders
- Provide a summary of Board Minutes for distribution to all members via website and newsletters