

Position description - Secretary

General meetings

- Organise bi-monthly and ensure that 14 days notice is given as per constitution
- Organise venue through Gerry Gulley at East Coast
- Send notification of meeting to members via email and facebook and post on website
- Make sure a copy of the previous minutes is ready and have one copy ready for signing by the president, to be kept for our records. Previous minutes should have a copy of Deb's financial statements and any other relevant documents **attached**
- Depending on if there is a separate minutes secretary, if they so they can take minutes and have copies ready for each meeting of the prior meeting's minutes
- Have copies of relevant corro printed ready to be presented at the meeting
- Action any relevant tasks from outcome of the meeting

Memberships

- Update membership form each season after AGM and fee determination
- Collect SRQ membership forms from members at beginning of season and keep a spreadsheet of the info. Give any payments or credit card info to Deb for processing.
- Update email addresses given on membership forms in the email group list for SRQ updates
- From this send a cheque for associates fees to the Moogerah Zone (provided we are racing there)
- Check at future series days for the season that all racing have paid their SRQ membership

Old Titles

- Assist with gaining sponsors
- Ensure that a race program with sponsor details is printed and available

Correspondence

- Action any other corro received
- Make sure invoices for anything that is sent to me are forwarded to Treasurer for payment
- Be a signatory on the SRQ accounts

AGM

- Organise AGM proposed date with Deb for early August, she needs enough time to have our books audited after 30 June
- Arrange venue with Gerry Gulley for proposed date.
- Send out AGM notice within 28 day time frame along with updated list of positions to be filled and a voting form for this. Include the AGM agenda
- Post notifications on facebook and website along with form links
- Noms due by 14 days prior to meeting
- Send relevant reminders leading up to meeting
- Bring copies of position descriptions to meeting
- Bring copies of last year's AGM minutes, one to be signed by the president for the SRQ records
- Bring copies of nomination forms
- Bring any other relevant corro to be tabled.