



POSITION DESCRIPTION SECRETARY (OFFICER ROLE)

Position Overview

The Secretary is an elected Officer of U3A Redcliffe Inc. and plays a central role in ensuring the effective governance, administration, compliance, and record keeping of the Association.

The Secretary supports the Management Committee to ensure the organisation meets its constitutional, legal, and regulatory obligations and operates in an organised, transparent, and accountable manner.

Governance Context

In accordance with the Constitution of U3A Redcliffe Inc., the Management Committee has general control and management of the administration of the affairs, property, and funds of the Association.

Committee Members are elected annually at the Annual General Meeting (AGM) or appointed by the Committee to fill a casual vacancy. Committee meetings are generally held monthly.

The Secretary ensures that the Committee's decisions, records, and communications are properly documented and maintained.

The Management Committee consists of:

- Four elected Officers
- Seven additional Committee Members (one of whom must be the Course Coordinator Representative)

Key Responsibilities

Governance and Compliance

- Ensure compliance with the Constitution and relevant legislation governing incorporated associations.
- Support good governance practices, transparency, and accountability.
- Advise the Management Committee on constitutional, legal, and procedural requirements.
- Ensure statutory obligations are met, including required lodgements and reporting.
- Maintain up-to-date records required by regulatory authorities.

Meeting Administration

- Prepare meeting agendas and papers in consultation with the President.
- Ensure timely distribution of Agenda and meeting papers.

- Attend Management Committee meetings and the AGM.
- Accurately record, maintain an official record of resolutions and key decisions.
- Record and respond to correspondence as required.

Records and Documentation

- Maintain accurate and secure records of the Association's documents, correspondence, and governance records.
- Ensure documents are properly filed and accessible to authorised Officers, Committee Members, and relevant Coordinators.
- Maintain and safeguard the official records of the Association, including minutes, policies, and governing documents.
- Support continuity through orderly document management and archiving processes.

External Correspondence and Reporting

- Act as the official point of correspondence for the Association
- Liaise with relevant external agencies, including regulatory authorities.
- Ensure required reporting (e.g., to the Office of Fair Trading or equivalent authority) is completed accurately and on time.
- Maintain records of significant correspondence and regulatory submissions.

Membership Register

- Oversee the maintenance of the Register of Members in accordance with statutory requirements.
- Ensure membership records are accurate, current, and compliant with privacy obligations.
- Support administrative processes relating to membership documentation

General Responsibilities of Committee Members

In addition to the specific responsibilities of the Secretary, the role includes all duties expected of a Management Committee Member, including:

- Acting in good faith and in the best interests of the Association.
- Attending and contributing to Committee meetings.
- Maintaining confidentiality where required.
- Supporting strategic and operational initiatives of the Association.

Intellectual Property and Handover

By accepting this appointment, the Secretary agrees that:

- Any materials, documents, systems, or products developed in the course of performing this role remain the property of U3A Redcliffe Inc.
- Upon completion of the term, they will participate in a structured handover process to ensure continuity and effective knowledge transfer.

Key Attributes and Skills

The Secretary should demonstrate:

- Commitment to the mission and values of U3A Redcliffe Inc.
- Understanding of governance and compliance requirements
- Discretion and confidentiality
- Strong organisational and administrative skills
- Attention to detail and accuracy
- Effective written communication skills
- Ability to manage documentation systems efficiently

Acknowledgement

I acknowledge that I have read and understood the responsibilities associated with the role of Secretary for U3A Redcliffe Inc.

Signature: _____

Name (Printed): _____

Date: _____

On Behalf of U3A Redcliffe Inc.

Name: _____

Position: _____

Signature: _____

Date: _____

Last Reviewed	February 2026	Version	<<insert >>
Approved by Committee	2026	Scheduled review date	February 2028>>

