**POSITION STATEMENT FOR THE ASSOCIATION COMMITTEE FOR SA AREA**

**SECRETARY**

Give notice to the Registrar Office of Consumer and Business Service of their appointment within 14 days of that appointment.

Act as the Public Office for the Association.

Keep custody of the common seal of the Association. Record every use of the common seal d in the minutes of the Association.

Keep custody of all books, documents and securities of the Association in accordance with the Rules except for the financial records referred to in the Rules and make them available for inspection by Al-Anon members

Attend to all Association Committee correspondence.

Keep and maintain register of Association Committee members that includes for each current member the member's name; their address for notice last given by the member; the date of becoming a member; if the member is an associate member, a note to that effect; any other information determined by the Committee; and for each former member, the date of ceasing to be a member. The Register must be made available for members of Al-Anon to inspect. Provide a list of the Association Committee members and contact details to AGSO.

In conjunction with the President, call the annual general meeting of the Association Committee and the other meetings required under the Rules.

Send notices of Association Committee meetings to the Committee members. Receive all Associate Committee members’ reports. Attend all Associate Committee meetings, report any apologies, and record proceedings.

Prepare the Minutes. When financial statements are presented the minutes must include the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

Send the completed Draft Minutes to all the Associate Committee Members. Arrange for each page of the accepted Minutes to be signed by the Association Committee Chairperson. Place a hard copy of the signed Minutes and any associated documents/proposals considered by the Committee into the Association Committee Minutes File in the SA Area Office.

Send Notices as required under the Rules –eg disciplinary action notices, Secretary must give written notice to the member: or of grievance procedures.

# With the assistance of the Association Treasurer prepare the Annual Statements required by the Australian Charities and Not-for-profits Commission (ACNC).

# Ensure that each new Association Committee member signs a Responsible Person Declaration and that these are filed securely in the Area Office.

# Ensure up to date copies of documents required by legislation are kept in the Area office.

Perform the Roll Call at the Assemblies to ensure a quorum is present.

Attend meetings of the SA Area Service Committee to provide assistance with any issues or concerns.

Prepare the list of Association Committee positions that fall vacant each year. Prepare notices to advertise the vacancies, supply Nomination Forms for nominees. Prepare a list of nominees for consideration by the SA Area Service Committee for approval and presentation to the Election Assembly in November of that year.

Prepare the Annual report of the Association Committee for the Assembly each year using information supplied by other Association Committee members.

Transfer all Correspondence, Agenda’s. Minutes, etc. onto a USB and then transfer it to the Area Office computer annually for safe storage.

September 2016