



Archery Victoria			
Title:	Duty Statement		
Subject:	Secretary		
Author:			
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0203. Duty Statement – Secretary

The Secretary is the responsible for the administration of Archery Victoria.

The Secretary is deemed to be the Secretary as described in the Associations Incorporation Reform Act of 2012 and is responsible for all actions required of that position under the Act.

The Secretary is an elected Board Member and appointed to the position of Secretary by the Board in accordance with the Constitution of Archery Victoria (as amended from time to time).

1. Duties

- 1.1. Ensure that minutes of all Board, Annual General and Special General Meetings are accurate and reflect the business conducted at these meetings.
- 1.2. Ensure that all minutes of meetings (with the exception of business conducted ‘in camera’) are published to the Archery Victoria website or other repository as determined from time to time by the Board.
- 1.3. Deal with routine correspondence and refer other correspondence to the Board or relevant Board members as required.
- 1.4. Ensure the regular review of the Archery Victoria Strategic Plan, Inclusion Plan, Grant Action Plans and other Plans developed by Archery Victoria from time to time.
- 1.5. Develop a calendar for the regular review of all Archery Victoria policies and procedures.
- 1.6. Ensure regular administrative tasks – including the gathering of data on participation and membership – are undertaken as required.
- 1.7. Ensure that adequate administrative measures are in place to protect the information and data of Archery Victoria and Member Clubs as required.
- 1.8. Assist in the role of State Administrator of the IMG Membership Database.
- 1.9. Take responsibility for the development of the Archery Victoria Tournament and Event Calendar including issuing EOIs for the calendar and the annual revision of the roster for State Championship Events.
- 1.10. Assist the other members of the Archery Victoria Board to prepare the annual and long term budgets.
- 1.11. Foster and assist clubs to maintain and increase membership.
- 1.12. Foster and assist the formation of new clubs.
- 1.13. Act as Board Mentor for member clubs as determined by the AV Board.