



# The Vietnam Veteran's Association of Australia South Australia Branch Incorporated

## Job Description

### The State Secretary:

#### *General:*

In accordance

With current best practise and corporate governance processes for Incorporated Associations and as required by the applicable South Australian legislation, the State Secretary shall be responsible to:

- Record, maintain and distribute as directed, the minutes of all state level meetings.
- Record and distribute all correspondence received and initiated at the state level.
- Action correspondence as directed by the State President and Committee.
- Maintain and store all administrative state records of the Association.
- Submit reports to the committee and executive prior to meetings.
- Maintain the membership register and mailing list in accordance with requirements of the Association's constitution.
- Together with the State President maintain a good communication link with all sub branches and disseminate all relevant information as required

#### *Meetings:*

The State Secretary shall:

- Assist the State President to prepare the agenda for all state meetings.
- Distribute notices (including notices of motion) and convene all state meetings
- Assist the State President with effective conduct of all state meetings.
- Prepare and present minutes of all state meetings.
- Ensure at all records and minutes of state meetings are filed and maintained.
- In consultation with the State President, submit a report of the activities of the Association at state level, including the Annual General Meeting.