

ORIENTEERING TASMANIA (Inc.)

POSITION DESCRIPTION

SECRETARY

General responsibilities.

The Secretary shall:

- participate fully in the management of the affairs of OT as a member of the Board of Management of OT;
- keep the Executive informed of issues of concern;
- fulfil legal and other requirements of the Secretary as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.

Executive responsibilities.

With other Executive members, provide leadership and guidance to the Board and be responsible for ensuring that the purposes of OT are met.

In the period between successive meetings of the Board, the Executive —

- (a) may, subject to the Constitution and any decision of the Board, exercise all such powers and functions as may be exercised by OT, other than those powers and functions that are required by these rules to be exercised by a general meeting; and
- (b) subject to the Constitution, has power to perform all such acts and things as appear to the Executive to be necessary or desirable for the proper management of the business and affairs of OT, and shall give a full account of such activities to each meeting of the Board.

Individual responsibilities.

- Be the public officer of OT.
- Keep true and complete records of the business transacted at all meetings of the Board and at all general meetings of OT.
- Together with the President, the Secretary shall be responsible for the smooth running of OT on a daily basis, including co-ordination, dealing with correspondence according to the directions of, or subject to the ratification of, the Board, preparing meeting agendas, keeping records and convening meetings of the Board or general meetings of OT.
- Be responsible for liaison with OA and, where appropriate, the IOF.

Approved OT Executive July 2003