

JOB DESCRIPTION

SECRETARY

AT A GLANCE

Explanations-

Folder© means the folder is on the computer

Volume means a large folder in the cupboard.

Folder means a small folder in the cupboard

Organise:

1. Distribution of minutes and other information for members, either by post or email.
2. Booking of hall for meetings-
Cilla Jacquier is current contact at 12 Washington Crescent, Findon S A 5023. Phone 8445 2134.
Advise Editor of meeting dates for newsletter.
3. Guest speakers for meetings and thank you gifts.
4. Invitations to guests and members to birthday and Christmas meetings.
5. Certificates for guest speakers, life members, 10 year members and 20 year members.
6. Make sure all attendees for meetings are recorded in red book.

Record Correspondence.-see FOS mins folder©

Forward mail to President.

Hold:

1. Excel Database of members and keep updated with new members, cancellations, change of addresses and financial status.
Send to Executive Committee members after the AGM and again in June and Oct.
Keep Editor updated with new members to be added to the member list in the newsletter or of those who need to be removed.
2. Keys to church and FOS cupboard (which is at the church) and filing cabinet (held by Secretary).
3. Master copies of newsletters, 10 & 20 year recipients, Orange card recipients, Correspondence, Committee & General minutes and Outdated Finance.

New Member:

- Send a prospective member letter with a brochure and application form- FOS general folder©- application forms use new member one.
- When application received send a package, which includes a newsletter; a welcome letter; a copy of the induction document and car sticker. (receipt if available)
Find in FOS letters folder © -prospective member, welcome letter.
- Induction document has its own folder©

Orange Card Recipients:

- When a member is eligible for a card send a letter of invitation.
- If they accept, send the cards with an accompanying letter.
- When a member leaves the group send the letter requesting the cards back.
- All letter found in FOS letters folder© under Orange Card letters.

Guest Speakers:

Arrange Guest Speakers for 5 meetings each year.

Give names to the Editor to be included in the newsletter.

Do an Appreciation Certificate- see FOS certificates folder© 4 to a page. If possible do 4 at a time.

Committee Notifications

After the AGM-

Send a list of the executive Committee to Volunteer Support Unit.

Working Bee Report:

Do a copy for volume 16- 'Reports and Talks'.

Send a copy to

- Members who were involved in the working bee.
- Selected individuals in DEH as requested by the President.
- *members to receive by email, where possible..*

Minutes and Newsletters

Keep a copy of the minutes, agendas, correspondence and finance.

Keep master copy of newsletter.

Photocopy minutes for those who require minutes by post.

I photocopy the minutes on my photocopier and the printer. I charge 4c first side & 3c other side a copy on white paper; 5c & 4c for coloured paper, which covers paper and ink used, because I supply the paper and the ink.

Minutes sent out bimonthly in early-

January; March; May; July; September; November

All members receive the minutes & newsletters by email where possible. Newsletters go out in May and November; posted if not on email or as requested

Renewal Forms

Also in November the renewal form is included in the newsletter package- see FOS general ©- application forms- use renewal form. Send by email where possible

I usually put in an envelope with my address on it at my own expense.

Grants

Any grants applied for need a copy for filing. Volunteer Support Unit grants need to be sent to Pt. Augusta with an envelope so they can be returned and photocopied, (a copy is held in the Grants folder), before the original goes to the V S Unit.

FOS Property

Keep updated- Hold correspondence folders, finance folders, equipment, albums, certificates, banners and car stickers, and other folders not included in the library.

Some property held by the President and some by the Secretary.

Some equipment held by the President.

Library

Contents held in the cupboard. List of library contents held by the Librarian.

Souvenir glasses and bottles of wine

-Held at the hall with the balance at Two Wells.

Glasses bought from

Cutler Brands,

33 Humphries Terrace, Kilkenny 5009

Phone 8268 9888

Boxes bought from

Creative Cardboard Company,

5 Mais St, Brompton 5007

Phone 8346 4900

Brochures –some at the hall and the rest at Two Wells

-Maintain supplies at brochure outlets

Small filing cupboard with old FOS minutes, correspondence, financial, etc kept at Two Wells

I also supply the presentation bags, for the glasses and wine, at my own expense.