

QPLA Executive Board

POSITION DESCRIPTION

Position Title:	Secretary
Type of Employment:	Voluntary
Classification:	Executive
Term	Two year term
Method of Appointment	By nomination
Eligible to Vote at Board Meetings?	Yes
Estimated Time Commitment	1-5 hours per week

Queensland Public Libraries Association is an independent body made up of members from Rural and Independent Library services across the state. QPLA works with Australian Public Library Alliance, the State Library of Queensland and other national bodies to ensure our public libraries grow and develop and remain anchored in the communities they serve. We use our website and other social media tools to maintain contact with our membership. QPLA's PD events and conferences provide access to high quality learning and networking experiences and as a member of the Board you will be involved in the planning, decision making and delivery of these events.

Key Responsibility

The role of the Secretary is to support the President in ensuring the smooth functioning of the Executive Board. The Secretary is responsible for the records of the Association and acts as an information and reference point for the Chair and other committee members; clarifying past practice and decisions; confirming legal requirement and retrieving relevant documentation.

The secretary will also:

- keep the register of members
- take nominations for the management committee
- call and convene special general meetings
- arrange the meeting venue and prepare the agenda
- coordinate any correspondence or reports to be presented at meetings
- circulate the minutes of meetings to members
- complete any actions arising from meetings that require correspondence
- receive all incorporated association correspondence and bring urgent matters to the attention of the president or treasurer if necessary.

Executive Meetings

- Send reminder to Executive members two weeks prior, calling for agenda items. With this reminder email previous minutes and action list.
- Send agenda to President one week prior for approval and final items
- Send agenda to Executive two days prior, along with any accompanying information
- Determine if there is a quorum of 50% plus 1
- Send draft minutes and action list to President for approval. Once approved, email out to Executive.

AGM Preparation

- Liaise with President re agenda for AGM
- Send out previous AGM minutes, current agenda and any attachments to members prior to AGM
- Coordinate proxy votes
- Prepare attendance sheet for signature
- Prepare voting slips (if relevant)
- Determine if there is a quorum of 50% plus 1
- After meeting prepare the minutes and send to President for approval
- Email minutes to members.

The Secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border.

Organisational Relationships

