

QPLA Executive Board

POSITION DESCRIPTION

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| 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

Queensland Public Libraries Association is the peak representative body for public libraries in Queensland. QPLA liaises with key stakeholders and decision makers on current issues; arranges training and networking opportunities for members; markets the role and value of public libraries and facilitates cooperative projects.

Role of Secretary

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 Board members; clarifying past practice and decisions; confirming legal requirements and retrieving relevant documentation.

The Secretary will:

- maintain an up-to-date register of members
- take nominations for the Board members
- call and convene special general meetings
- circulate the minutes of meetings to members
- arrange the meeting venue; prepare and circulate the agenda
- coordinate all incoming and outgoing correspondence and present at Board meetings
- respond to correspondence where appropriate and complete any actions arising from meetings that require correspondence
- receive all incorporated association correspondence and bring urgent matters to the attention of the President, Vice President or Treasurer if necessary
- be responsible for recruiting, training, delegating, and monitoring the Executive Officer to support the activities of the Board
- coordinate and submit the Association's annual documentation to the Office of Fair Trading.

- attend all QPLA meetings, including the AGM, either in person, or by teleconference
- attend QPLA Annual Conference and Professional Development events, undertaking any duties as requested by the QPLA Executive.
- Liaise with Treasurer regarding payments and financial matters
- Send updated member register to bookkeeper monthly

The Role of the Secretary at Executive/Board Meetings:

- Send a reminder of the meeting to Executive members two weeks prior, calling for agenda items. The reminder email should also include the previous minutes and action list.
- Send the agenda to President and Vice President week prior for approval and any additional items.
- Send the agenda to the Executive two days prior, along with any accompanying information.
- Determine if there is a quorum of 50% plus 1
- Send the draft minutes of the Board meeting and action list (taken by the EO) to President and Vice President. Once approved, email out to Executive.

The Role of the Secretary for Annual General Meetings:

- Liaise with President regarding the agenda for the AGM.
- Circulate the Notice of the Annual General Meeting with the draft Agenda within two months of the AGM as per the Association's constitution.
- Send out the previous AGM minutes, current agenda, Treasurer reports, general meeting and any attachments to members two months' prior to AGM
- General meeting must be called with at least one months' notice
- Coordinate and document proxy votes.
- Prepare attendance sheet for signature or document attendees.
- Prepare voting slips (if relevant).
- Determine if there is a quorum of 50% plus 1 as per the constitution of the association.
- After meeting prepare the minutes and send to President and Vice President for approval
- Email final minutes to all members.
- Complete Office of Fair Trading Associations Incorporated Form within 30 days of AGM

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

