



IVANHOE LADIES GOLF CLUB

ROLE OF SECRETARY

GENERAL

- Prepare list of Committee positions, name, telephone numbers and email addresses. Distribute to committee members once all positions are finalized.

COMMITTEE MEETINGS

- Prepare and distribute the Agenda for Committee meetings.
- Take the Minutes at Committee meetings and distribute after consultation with the Assistant Secretary.
- Retain and make available copies of the committee minutes for 7 Years.

ANNUAL GENERAL MEETING (AGM)/ CONSUMER AFFAIRS VICTORIA (CAV)

- Prepare for the AGM by
 - being familiar with the Model Rules surrounding AGMs
 - notifying members of time/date and location of AGM
- Ensure all relevant documents have been prepared or collected and made available before the AGM. i.e.:
 - Agenda
 - Annual Reports from the Treasurer, President and Captain
 - Committee nomination forms
 - Proxy voting forms
 - Relevant CAV EOFY forms
- Prepare and distribute the Agenda for the AGM.
- Take the Minutes at the AGM and give access to all members after consultation with the Assistant Secretary/President.
- Retain AGM reports and documentation for the mandated 7 year period.

- Retain copies of monthly financial statements and EOFY reports for the mandated 7 Years after the AGM.
- Complete Annual Declaration on Consumer Affairs Victoria (CAV) website after AGM.
- Keep custody of the Common Seal and register use of same.

MEMBERSHIP

- Keep the Register of Members up to date.
- Advise Captain of changes to members details.
- Keep a Master list of Members and make accessible to the committee.
- Keep signed membership applications until the person is no longer a member.

NEW MEMBERS

- Be a contact point for new members.
- Invite them to come along, have a game of golf and meet existing members.
- Send out joining information including Membership Form.
- Advise of the Club fee structure and how to make payments.
- Advise on the requirement to read the By-Laws and make them aware of how to access the Model Rules which are on the members' website.

DIGITAL DOCUMENTS

- Help maintain the organisation and committee member access to documents on the ILGC share drive.

OTHER

- Receive and send correspondence to VGL or forward to the relevant member.
- Attend to other correspondence where necessary.
- Update club details on VGL website www.vgl.golf
- ~~Be a member of the Match Committee.~~
- Distribute an information leaflet around the Clubhouse for potential members to take away and read.