

 CITY OF GRAFTON EISTEDDFOD SOCIETY INC.	THE ROLE OF THE SECRETARY
ABN: 25 536 393 358	As at September 2026

Membership of the Committee

The Committee has a maximum total of 7 positions.

There are 4 office-bearers:

- a) President
- b) Vice-president
- c) Treasurer
- d) Secretary

There are up to 3 additional positions (which are optional), held by ordinary Society members which perform the following roles:

- a) Event Co-ordinator – Dance
- b) Event Co-ordinator – Schools’ Days, and Speech & Drama
- c) Event Co-ordinator – Music, and Battle of the Bands

The Role of the Secretary

The role of the Secretary is to be the primary administration officer of the Committee, and the link between the Committee, members and outside agencies. The Secretary's tasks fall into the areas of managing correspondence, website and social media, publicity, meetings, documentation, and the office.

The Main Tasks of the Secretary

The duties of the Secretary include but are not limited to:

- Committee meetings:
 - Assisting the Chairperson (President or Vice President) plan and organise Committee meetings (regular meetings, special meetings, and the AGM).
 - Preparing and circulating agendas and related papers (via email).
 - Taking accurate minutes of meetings – and getting them approved (comments from the Committee and sign-off by the Chair).
 - Circulating and archiving approved minutes.
 - Following-up on agreed actions.
- Communications:
 - Regularly checking for incoming correspondence:
 - Checking the PO box weekly.
 - Checking the email inbox daily.

- Checking the message service on the Facebook Page (often – and at least daily in the lead up to, during and in the weeks following an event).
 - Promptly passing incoming correspondence along to the appropriate Committee member for a reply or action.
 - Keeping copies of all contracts and external agreements (eg venue hire; Adjudicator contracts).
 - Handling complaints, including drafting formal replies as needed.
 - Drafting replies to correspondence as needed – or ensuring the appropriate Committee member has actioned their mail in a timely manner.
 - Maintaining mailing lists.
 - Ensuring the website and Facebook page remain current and accurate.
 - Keeping the organization's publicity material current.
 - Preparing publicity strategies and materials as needed.
- Contracts:
 - Preparing draft Adjudicator contracts for approval by the Committee and signature by the delegated officer.
- Signatory:
 - Authorizing online payments prepared by the Treasurer.
- Applications:
 - Drafting applications for grants / funding from local, State and Federal bodies. Completing the grant funding acquittals.
 - Processing applications for membership, volunteering, sponsorship and access to Society records.
- Reporting:
 - Drafting an Annual Report on the Society's activities, and presenting it at the AGM.
 - Preparing the annual report required by the NSW department of *Fair Trading*,
 - Completing the annual ACNC report (ACNC = *Australian Charities and Not For Profit Commission*).
 - Drafting Business Improvement Plans (if/as needed) and any other strategic documents required by the Committee.
- Registers:
 - Maintaining any required electronic lists and registers and related information - such as registers of:
 - Society Membership
 - Volunteers
 - Sponsors
 - Donors
 - Occupational Health and Safety incidents
 - the Society's Assets
 - Police Check records or *Working with Children* clearances (for Committee members and volunteers working at events).

- Office Management:
 - Managing the physical office of the Society – including stationary, equipment, filing and record keeping.
 - Ensuring that the records of the Society are maintained as required by law and made available when required by authorised persons.
 - Nb. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
 - Maintain an archive of essential and useful Society information.

NOTE: Wherever possible, all records and communications should be kept and shared electronically.
