**Sutherland Shire Business Chamber – Secretary**

**Desirable Attributes:**

The Secretary should:

* be organised
* have computer skills
* be a good communicator
* be able to keep confidential matters confidential.

**Secretary role includes:**

* Maintain Board and SSBC records
* Manage Minutes of Board meetings, including either recording the Minutes or ensuring the Membership and Marketing Executive does so
* Develop meeting agendas in consultation with the Membership and Marketing Executive and distribute prior to the meeting
* Be familiar with all current SSBC documents
* Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
* Ensure that the records of the SSBC are maintained as required by law and made available when required by authorised persons.  These records may include founding documents, lists of Board members, Board meeting Minutes, financial reports, and other official records
* Ensure that official records are maintained of members of the SSBC and Board.  He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
* Provide an up-to-date copy of the Constitution and bylaws at all meetings.
* Ensure that proper notification is given of Board and SSBC meetings as specified in the rules
* Manage the general correspondence of the Board except for such correspondence assigned to others
* Help and lead the Board in providing systematic communication from the Board to SSBC members and other relevant stakeholders
* Attend at least 80 percent of meetings and events.