

## Role Description

The Secretary controls the orderly functioning of Chapter Board Meetings, Annual General Meetings, and Annual Reporting related activities of the other Board members in accordance with the Chapter's Bylaws and Articles of Association. The Secretary is an Executive Officer of the Association in accordance with the Chapter's Bylaws and Articles of Association. The Secretary shall:

- Participate in the Board's annual strategic planning activities
- Co-ordinate the correspondence of the Chapter
- Maintain custody of the register of members and all books, documents, records and registers of the Chapter (other than those to be kept and maintained by, or in the custody of, the Treasurer)
- Receive all Chapter correspondence and bring urgent matters to the attention of the President or Treasurer, as necessary
- Prepare and distribute the Agenda for monthly Chapter Board meetings under the direction of the President
- Coordinate and distribute correspondence or reports to be presented at meetings including the Annual General Meeting (AGM)
- Keep full and correct minutes of the proceedings of the AGM and all meetings and distribute the minutes of meetings to members after the meeting
- Approve financial transactions through the Chapter's accounting and banking systems (as and when required, with shared responsibility for these approvals with the Chapter Treasurer, President, and Vice-President)
- Assist / Partner with the President in legally representing the Chapter (support the President within this role can be co-dependent with the Treasurer)
- Ensure statutory and regulatory compliance in consultation with the President and Treasurer
- Develop and maintain the Board's policy strategy and maintain the Board's policies
- Develop, conduct and maintain the Chapter's Board Induction process
- Liaise with Secretaries of other PMI Chapters in Australia and New Zealand
- Develop and implement succession and transition plans
- Maintain and deliver all permanent records to the position successor, as required.

## Expectations as a Board Member

The Chapter's business and operations are controlled by the Chapter's Board. As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter
- Input into and execute the Chapter's strategy and policymaking
- Actively contribute to and assist the Board to advance the Chapter's mission, vision and execute its strategy
- Undertake any specific responsibilities or tasks requested by the Board, as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed
- Participate in Board committees and task groups as needed

## Estimated Time Commitment

Estimated volunteer hours: 10 hours per month

