
Constitutionally, it is the duty of the secretary to:

- Inform an applicant for membership, as soon as practicable after the management committee decides to accept or reject an application (8.5)
- Keep and maintain a register of members (or nominated management committee member; 10.1) and make the register available to members on application or at any general meeting (10.2)
- Keep minutes of:
 - i. all appointments of office-bearers and members of the Association;
 - ii. the name of members of Management Committee and members present at a meeting,
 - iii. all proceedings at Management Committee and general meetings.

Distribute a copy of the minutes to Management Committee members.

In association with the Chair, compile the agenda for each general meeting. (13.3)

- Ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee or general meeting are recorded and stored. To ensure the accuracy of the minutes, the minutes of each management committee must be signed by the chairperson of the meeting, or the chairperson of the next management committee/ general meeting meeting of the Association, verifying their accuracy. (13.3; 31.1, 31.2)
- Call a special meeting if receive a written request signed by at least 33% of members of management committee, within 14 days of request (19.1)
- Call a general meeting of the Association, with 14 days notice. (25.1)
- If asked by a member, within 28 days of request, make a record of a particular general meeting available for inspection and give the member copies of the minutes of the meeting. (31.3)

Accounts held under secretary's name:

- To do: add who has my address as mailing address once we move over to me

Monthly duties:

- Prepare and distribute agenda for monthly executive meetings
- Record and file minutes; distribute copy to executive committee members

- Regularly monitor QATA email account, responding to queries/requests and directing emails to appropriate executive committee members as required

As per required:

- There are periods of extra responsibility, i.e.:
 - a. In association with Chair (President), prepare agenda, compile and distribute minutes of AGM
 - b. OFT - lodging annual return after AGM
 - c. coordinating and communications regarding student art competition and voting plus organising printing tote bags prior to QATACON

Additional

- newly appointed secretary to update contact details for primary mailing address as required
- for advice, contact:
 - QATA executive members
 - previous secretaries
 - Joint Council of Qld Teachers' Associations (QATA are a financial member),
president@jcqta.qld.edu.au

Extra duties

- Events: assistance as required
- Conference team: contribute to planning, communications, set-up and other assistance as required
- Conference student art competition - entries, voting, tote bag printing
- Contribute to social media, communications and resource development as appropriate/required