## THE ROLE OF THE SECRETARY:

## THE COMMITTEE MEETING CYCLE

### **DATE SET FOR NEXT COMMITTEE MEETING APPROACHES**

(committee meeting frequency as per your constitution)



### PREPARE THE NOTICE FOR THE MEETING

Request motions and supporting information from committee members

Set the agenda with the president



# **PREPARE AND DISTRIBUTE THE MINUTES**

**COMPLETE ACTION ITEMS** 

**ASSIGNED TO THE SECRETARY** 

For example:

Correspondence

Update membership register

including action items as soon as practical after the meeting

#### **HOLD THE MEETING**

Keep an attendance register

Record apologies

Ensure a quorum is present as per your constitution

Record resolutions, votes and proceedings

Set date for next meeting



**AND AGENDA AND** 

**ASSOCIATED PAPERS TO** 

**COMMITTEE MEMBERS** in a timely manner



Make use of minute and agenda templates



Assist the president to keep the meeting on time



Treasurer to table financial statements

