



Neighbourhood House Tasmania Inc

## **Role of the Management Committee Secretary**

Here is a summary of the role of the Secretary of a Neighbourhood House Management Committee.

- Maintain an accurate record of minutes, membership and correspondence. You may also be required to keep records of funding submissions and approvals.
- Prepare the Management Committee meeting agenda in consultation with the President and the Co-ordinator and distribute the agenda before the meeting. House staff may be delegated the task of distributing the agenda.
- Take minutes of the Management Committee meeting, prepare the minutes for circulation and distribute them to all committee members. House staff may be delegated the task of distributing the minutes.
- Work with the Co-ordinator and President to present relevant correspondence for decision-making at Management Committee meetings.
- After Management Committee meetings, you may need to write replies to correspondence, or prepare correspondence in relation to the decisions of the Management Committee. Make sure a file copy of all correspondence is kept. House staff may be delegated the task of dealing with some correspondence, as appropriate, with the Secretary ensuring that it is completed.