

GENERAL SECRETARY

In addition to the requirements of the Secretary as set out in the rules of the association. (see separate document).

- The Secretary is a member of the Committee of Management
- Communicate as necessary with Consumer Affairs Victoria and the Australian Charities and Not-for-profits Commission (ACNC).
- Lodge an annual statement with ACNC.
- Lists all incoming and outgoing correspondence for the Committee.
- Prepares the agenda and posts accompanying documentation for monthly Committee meetings.
- Prepares the agenda for the Annual General Meeting and the notification to members.
- Receives nominations for positions on the Committee at the Annual General Meeting.
- Prepares Life Membership and Distinguished Service certificates.
- Receives and actions formal complaints from members.
- Liaises with the City of Monash as necessary, including the preparation of documents for the Smartygrants scheme.

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