



Board Secretary Position Description

Introduction

1. The Croquet Australia Board appoints the Secretary, who may or may not be an elected or appointed Director.
2. The Secretary is the chief governance officer of Croquet Australia. In partnership with the Chairperson, the Secretary is responsible for ensuring that Croquet Australia is run in accordance with its constitution, rules, by-laws, policies and procedures.

Secretary's Responsibilities

3. Primary responsibilities for the role of Secretary include:
 - 3.1. Convening of all Board meetings and general meetings, in conjunction with the Chair.
 - 3.2. Preparation and circulation of meeting agenda, supporting documents and any other information or reports required for Board meetings and general meetings.
 - 3.3. Maintenance of meeting minutes, ensuring they are signed by the Chair and that actions required from meetings are fulfilled.
 - 3.4. Management of Board correspondence.
 - 3.5. Maintenance of a register of the latest version of all association documentation, ensuring it remains relevant and in line with industry standards including but not limited to the constitution, by laws, policies and procedures, terms of reference etc.
 - 3.6. Assisting the Chair and Board in its strategic planning and decision-making.
 - 3.7. Contribution of Board activities to the Annual Report.
4. If the Secretary is also a Director, they have also all the responsibilities of other Board members as described in the Board Director Position Description