



Position Title	Volunteer Secretary Neighbourhood Watch NT
Location	Northern Territory
Primary Objective	The secretary provides administrative support to the board and ensures all documentation is in order. The secretary must, be well organised, maintain records on a regular basis and ensure that meetings are minuted and accurate records are kept. The secretary also needs to work closely with the Public Officer to ensure compliance under the Constitution and legislation (Act and regulations).
Key responsibilities	<ul style="list-style-type: none"> • Be well informed about all the organisation’s activities • Make arrangements for Board meetings • Prepare notifications, agendas (in consultation with the President and Office Manager) for Board meetings, the AGM and any other meetings as required • Ensure the Board members receive agendas, minutes and any other papers in sufficient time for them to be considered before the meeting via the Office Manager • Record attendance at Board meetings and general meetings, noting apologies and any conflict of interest • Take and keep minutes of all Board meetings and general meetings, and prepare them in written form for acceptance at the following meeting • Draft correspondence as directed by the President • Make sure the minutes of the previous meeting are updated and then signed by the President as general order of business • Maintain confidentiality on relevant matters • Ensure the accuracy and safe storage of Board files and records via the Office Manager • Ensure the secretary role acts according to the Constitution, legislation (Act and regulations) and the duties of all office holders and subcommittees • Prepare the minutes and reports to send to the President and Office Manager for the AGM