

ANZSI Secretary

Role

1. To manage the ANZSI Council's current non-financial records and correspondence.
2. To liaise with branch committees on issues pertaining to the ANZSI Council.
3. To respond to queries and disseminate information about the Society.

Duties

1. Organise ANZSI Council meetings.
 - 1.1 In conjunction with the President prepare agenda for Council meetings.
 - 1.2 Take minutes of Council meetings and record decisions taken (note: this duty may be delegated).
 - 1.3 Distribute draft minutes of Council meetings to Council members for comment/amendment by a specified date (note: this duty may be delegated).
 - 1.4 Submit ratified Council meeting minutes for approval by Council.
 - 1.5 Follow-up 'actions' as recorded in minutes.
 - 1.6 Circulate draft papers for discussion to Council members as required.
2. Liaise with branches.
 - 2.1 Receive, table and report on minutes of branch committee meetings.
 - 2.2 Communicate with branches in relation to ANZSI Council decisions.
 - 2.3 Send ratified ANZSI Council minutes to branch secretaries for tabling.
3. Manage correspondence.
 - 3.1 Receive and acknowledge all incoming correspondence.
 - 3.2 In conjunction with the President prepare and send all official Society correspondence.
 - 3.3 Prepare and send all general correspondence to members and non-members.
4. Manage exchange publications as per 'Exchange of Publications' policy.
5. Maintain the Constitution.
 - 5.1 Table and distribute amendments.
 - 5.2 Update Constitution when amendments agreed.
 - 5.3 Update administrative guidelines when changes agreed.
6. Maintain official repository of ANZSI Council current non-financial records and correspondence.
7. Notify members of the Annual General Meeting.
 - 7.1 Publish a notice in the *ANZSI Newsletter* and on the ANZSI website in accordance with the provisions in the Constitution.
 - 7.2 Ensure the Returning Officer calls for nominations for the election of the Executive and other Council members.
 - 7.3 Publish the results of the election, together with the names of ex-officio and coopted members of the Council, in the *ANZSI Newsletter* and on the ANZSI website.
 - 7.4 After the election, collect nomination forms from the Returning Officer and retain for the Society's archives.
 - 7.5 After one month, dispose of used ballot papers in a secure manner.
8. Notify members of a Special Meeting in accordance with the Constitution.
9. Liaise with committees of the Society particularly to receive, table and report on committee reports and issues.

With respect to the Registration Committee:

 - 9.1 Receive and file reports from the Registration Committee.

- 9.2 Organise certificates to be created and sent to successful applicants.
- 9.3 Advise Membership Secretary of new registered indexers.
- 10. Process new Honorary Life Members, as per the 'Honorary Life Membership' policy.
- 11. Be an official signatory for legal documents of the Society