



**School Library  
Association**  
OF NEW SOUTH WALES

### **Role Statement: Secretary**

The Secretary will work with the President, the Vice-Presidents and the Treasurer (Executive Office Bearers), to ensure that:

1. arrangements are made for meetings for the committee and the Annual General Meeting, and the agendas and reports for these meetings are distributed.
2. minutes for these meetings are recorded, signed and distributed shortly afterwards, and properly maintained.

The Secretary will work with the Executive Officer, to ensure that:

3. incoming correspondence is disseminated and attended to on a regular basis.
4. responses are made to incoming correspondence on behalf of SLANSW.

The specific responsibilities undertaken by the Secretary may vary according to the geographic location of the Secretary and the needs of the Executive Office Bearers.