

SECRETARY - POSITION DESCRIPTION

The Secretary is the principal record keeper, who shall:

- make the Minutes easy to read and comprehensible for quick skimming
- not let items drop off agenda if deferred
- send Minutes to all Committee members when time permits
- use templates and databases to save time
- keep track of meeting dates and advise of changes

Secretary needs familiarity with Word & the internet and be ready to learn Skype, Excel and Google Docs.

Meetings

RELEVANT PROCEDURES

How to create an agenda for Committee meetings

1. Use Agenda template to structure Order of Business. Check previous Minutes to add ACTION items.
2. Be prepared to adjust according to instructions of the President or requests from other Committee members.
3. Optional: You may, if time permits, add information that you are now able to report.
4. Ideally, send this full Agenda a few days in advance of the meeting.

How to initiate a Skype meeting (if that is the mode for meeting)

1. Set up a skype account <https://login.skype.com/account/signup-form>
2. Add people such as fellow Committee members into your Contacts by going to Search and putting in either their skype address is you know it or their real name. Create an AFTS folder with all the Committee members in it.
3. At the time agreed upon, click the blue skype icon. Go to Contacts, click on your AFTS folder and press the blue phone icon for Call. Everyone who has their computer on will hear the call coming through and click the green phone icon to answer. Nobody should click the camera icon since that is for video calls and skype in Australia cannot cope with video for more than 2 or possibly 3 people. For meetings of 4-7, skype audio works best.
4. If somebody drops out, click the Contacts box. An “Add caller” should be listed as an option. Click that and select, out of your list of contacts, the name of the person who has dropped out.
5. You can supplement your audio call by pressing IM, the speech bubble icon at the bottom of your skype screen. There you can write details eg names of books, urls, wording you want used in the minutes. This “conversation” will be recorded and can be referred to again to find the information.
6. At the end of the call press the red phone icon to hang up.

How to write the Minutes of Committee meetings

Use the Agenda you emailed as outline of Minutes including date, time and attendees.

At your Desktop have open any device you’re using and the doc into which you’re typing Minutes.

Under each topic heading, type notes, e.g. DECISION and ACTION with relevant names.

Occasionally you can report DISCUSSION if:

1. various viewpoints were aired and we might want to revisit discussion later
2. insights into ways of doing things

Email Minutes to all Committee members as time permits, and place a PDF of it into the Google folder (or Dropbox, or whichever cloud tech applies). Keep a word doc version labelled 'draft', in case you need to amend anything (e.g. typos or oversights).

Correspondence

How to email from austfairytales@gmail.com

Log into Google Drive and click on the gmail icon. Drafts save automatically. We send national group emails Bcc (private, hidden recipient), but our smaller groups such as Fairy Tale Rings or Sub-Committees can have open sender lists, unless members request privacy or have declined to write "YES" on membership forms. You can check that consent at the Member database.

How to accept a resignation from a committee member

Our legal obligations are bound by our Constitution according to Dept of Fair Trading. Resignations by Office Bearers are received by Secretary. Or President, if no Sec. Committee can appoint individuals to fill Casual Vacancies of resigned Officer Bearers up to Annual General Meeting.

How to hand over responsibilities to a new Secretary

A physical folder/Welcome Pack containing

- This Position Description/ Procedures manual for AFTS Committee
- Minutes from most recent meeting
- Constitution
- Policies
- Committee member email addresses, skype addresses and phone numbers
- Annual reports from President, Secretary, Treasurer of most recent AGM

Email:

- Links, passwords to Google Drive folder(s) containing templates, logo, committee docs, membership lists etc. Committee members are encouraged to keep copies of folders on desktops as security against database crashes.

Thanks for your readiness to contribute to the Australian Fairy Tale Society.