

Secretary Role

Summary

* Maintain NZSUG records, documents and books (except those required for the Treasurer role).
* Responsible for the administration of non-financial Cloud based services (e.g. Google Mail, Box.com).
* Take minutes at NZSUG executive meetings.
	+ Ensure half Executive members are in attendance – rule 10.2
	+ Report Executive members from three consecutive meetings without leave of absence to Chairperson – rule 7.4
* Responsible for updating and maintaining the membership list – rule 13.1
* Prepare material for general meetings.
* Send out notifications for GM.
* Take minutes at NZSUG General Meetings.
* Liaise with NZ Companies Office in the matters of the Incorporated Society.
* Ensure executive members are registered with NZ Companies Office.
* Ensure general meeting minutes & financial statements are registered with NZ Companies Office.
* Responsible for ensuring compliance with Incorporated Societies Act 1908 and the NZSUG rules.
* Ensure any post is collected from the registered office address.
* Receiving and replying to correspondence as required by the Executive.
* Hold the common seal for the Society.

Prior to Executive Meetings

* Send out a request to the Executive for agenda items.
* Distribute agenda, previous Executive meeting minutes and other related correspondence.

Prior to Annual General Meetings

* Receive any “Member’s Motion” at least 28 days before AGM – rule 22.1
* Call for nominations for members of the Executive (28 days before AGM) – rule 7.1.
* Send out the agenda and additional information at least 14 days before the AGM – rule 21.