

AAFBG Secretary: General Information, Role and Responsibilities

A. General Information

Support

The role of Secretary is supported by a President, Vice President, Treasurer and 5 other Committee members. An Administration Officer handles day-to-day matters, communication with Committee and AAFBG members, website updates, teleconference set-up, *Eucalypt* proofreading and distribution. The Admin Officer also circulates members' newsletters and events information through the fortnightly *E-ucalypt News*, and works closely with the Secretary.

Committee Of Management (COM) Communication

Most COM communication is carried out by email. Business is circulated for discussion and decisions as required. All necessary documents are finalised and circulated by the Admin Officer well prior to a meeting.

Website: www.friendsbotanicgardens.org is managed by WordsWorth Communicating, info@WordsWorthcommunicating.com
Teleconferencing is through Eureka Conferencing: support@teleconference.com.au

Mail: All Email is received and circulated through Admin Officer.
Email address: info@friendsbotanicgardens.org
All posted mail is received through the PO Box 62 Geelong Vic

Contact: BGANZ Secretariat, Canberra. Email: secretariat@bganz.org.au
AAFBG developed a Memorandum Of Understanding (2013) with BGANZ, listed on our website. Reciprocal invitations are provided for conferences and AGMs.

AAFBG Committee Meetings

AAFBG Committee Meetings are generally held quarterly and usually by teleconference. Occasionally an interim teleconference may occur to resolve an important issue. Agendas are prepared jointly by the President and Admin Officer. Minutes of meetings are prepared by the Admin Officer

Newsletter - *Eucalypt*

Format and editing is done by a member of Friends of ANBG Canberra. Published twice a year in May & November with contributions from the membership. The President, Secretary and Admin Officer each provide a short report. Proofreading is done by the Secretary and Admin Officer. The President is required to overview the final draft and approve distribution by the Admin Officer.

Financials

Financial year: April 1st to March 31st. The Treasurer strictly controls AAFBG budget and expenditure. Banking: Bendigo Bank General Account and Term Deposit.

Annual General Meeting

President, Secretary and Treasurer provide reports.

AGM must be held within 5 months of the end of financial year (March 31st). Held at the biennial conference in alternate years. Meeting location determined by AAFBG Committee in other years.

B. Secretary's Role and Responsibilities

The Australian Association of Friends of Botanic Gardens Inc was incorporated in the state of Victoria and is regulated by the *Associations Incorporation Reform Act 2012* (Vic) (the AIR Act) and the *Associations Incorporation Reform Regulations 2012* (Vic). In Victoria, laws regulating incorporated associations shape the Secretary's tasks and responsibilities. An association's rules will set out additional requirements.

In line with the *Associations Incorporation Reform Act 2012* (Vic), the AAFBG Secretary is responsible for:

- ensuring the Association is operating according to its Rules
- receiving, assessing and deciding on members' requests to have access to their personal information on the members' register restricted
- dealing with requests for access to information of the association by members
- maintaining particular documents and records of the association (for example, keeping copies of funding agreements or leases)
- reviewing the members' register (especially before the annual general meeting) to check whether members are up to date with their membership fees and have voting rights
- notifying in writing successful membership applicants
- acknowledging in writing notices of resignation
- attending to any correspondence which requires the Committee's authority
- returning documents when no longer the secretary to the committee within 28 days.

NB. The Secretary may authorise someone else (for example, volunteers or paid staff) to do some or all of the particular tasks that they are responsible for. However, the Secretary remains legally responsible for the tasks carried out by others. Therefore, the Secretary should carefully supervise those carrying out their tasks, and to put in place policies and procedures to ensure the tasks are carried out properly.

AAFBG Committee Practice:

The AAFBG Secretary will delegate to the Admin Officer:

1. The responsibility for organising committee meetings and the AGM, including the following:

- set meeting dates in consultation with Committee members
- prepare and send the "notice of meeting" and the agenda in consultation with

- the chairperson
- check the minutes of the last meeting for any items of “business arising”
- arrange correspondence and summarise longer letters
- coordinate any reports to be presented at a meeting (for example, reports from sub- committees and treasurer)
- confirm arrangements for any visitors or guest speakers, and arrange the meeting venue.
- write minutes, obtain confirmation from the Chair, and distribute minutes of meetings
- manage Post Office Box
- send invoices to the Treasurer for payment

2. Dealing with memberships (for example, applications to join the association and membership records), keeping records of the organisation (for example, membership subscriptions and correspondence) and keeping custody of all books, documents and securities of the organisation.

The AIR Act gives the Secretary certain express powers to act on behalf of the organisation. Specifically, the Secretary can:

- execute any contract or other document to bind the organisation along with the signature of a committee member (see section 38 of the AIR Act), and
- authenticate any document or proceeding on behalf of the organisation

It is the responsibility of the AAFBG Secretary to:

- Become familiar with the Association structure and the general range of membership
- Respond to particular requests for information or assistance from the members and redirect as appropriate
- Take note of a member’s particular achievement or award received and respond with complimentary email or letter
- Encourage interest and support for the Association Bi-ennial Conference
- Promote interest and encourage AAFBG membership
- Liaise with Committee members as necessary to resolve business matters
- Liaise with Admin Officer as necessary to manage AAFBG business and prepare reports
- Liaise with the Newsletter Editor regarding content and layout; proofread and approve final draft
- Prepare letters as required

- Prepare for AAFBG meetings and contribute to working papers and proposals
- Invite guest speakers and arrange venue for the AGM
- Attend Committee Meetings and AGM
- Attend AAFBG/ BGANZ Executive Meetings as required
- Attend AAFBG biennial Conference
- Encourage members' participation in BGANZ events as appropriate
- Act as online bank signatory with Treasurer and/or President. (Two signatories required to authorise payments.)
- Hold the duplicate PO Box key and clear urgent mail if required, in the absence of the Admin Officer
- Maintain confidentiality concerning AAFBG internal affairs, as discussed at Committee meetings.
- Be available for contact with rest of Committee from time to time should matters arise between meetings
- Provide open and honest feedback and evaluation when appropriate
- Take initiative in informing AAFBG about opportunities for funding or development
- Maintain an awareness of legal, financial, planning and evaluation responsibilities as applicable to AAFBG

The Secretary has a responsibility to act honestly and fairly, use their powers to further the organisation's purposes, properly manage conflicts of interest, and be diligent, careful and attentive, and use their skills for the benefit of the organisation.