



**KYNETON COMMUNITY & LEARNING CENTRE INC.
ROLE DESCRIPTION - SECRETARY**

The Rules of the Kyneton Community & Learning Centre Inc. require the election of a Secretary to the Board of Management. The responsibilities of the Secretary differ from those of a Minute Secretary¹, and, although not ideal, the current incumbent fulfils that role as well as that of Secretary.

Role of the Secretary

The role of the Secretary includes:

- lodging an annual statement with Consumer Affairs Victoria within a month after the Annual General Meeting
- applying to Consumer Affairs Victoria to change Kyneton Community & Learning Centre's name or Rules
- notifying Consumer Affairs Victoria of:
 - a change to Kyneton Community & Learning Centre's registered address
 - their appointment as Secretary or any changes to their details
 - a special resolution to wind up Kyneton Community & Learning Centre or distribute its assets
 - dealing with requests to restrict access to information in the register of members
 - adding or removing delegates of the Kyneton Community & Learning Centre ².
- maintaining the Public Register
- preparation of material for the Annual Report
- maintaining a myCav account

Statutory requirements

The Secretary must:

- agree to be named or appointed Secretary
- be at least 18 years old
- live in Australia.

¹ The role of the Minute Secretary is not outlined in this Position Description

² <https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/delegates-of-incorporated-associations>

Changing the Secretary's contact details

To update the Secretary's contact details, the Secretary or delegate of Kyneton Community & Learning Centre must sign into their myCAV account.

Their email address and the password created by them are used to verify their identity each time they sign into myCAV.

Note: In order to maintain strict security levels, to make a change to an email address, the Secretary or delegate must email cav.registration@justice.vic.gov.au

Changing the Secretary

If the Secretary leaves, Kyneton Community & Learning Centre must fill the vacancy within 14 days, using the process specified in our Rules.

If it is not practical to appoint a new Secretary within 14 days, the Board of Management must appoint a person to temporarily fill the role until an official Secretary is elected or appointed.

A newly appointed Secretary will need to create their own [myCAV account](#).

The new Secretary must update the Secretary contact details recorded in myCAV, on taking up the position. Departing Secretaries will no longer have access to myCAV.

Only the current Secretary can change the Secretary on myCAV.

Qualities and Skills:

- Understanding of and commitment to the Centre's mission and vision
- Good communication and interpersonal skills
- Understanding of the statutory requirements of the role
- Well organised with an eye for detail
- IT literate

Time commitment required:

- The term of office for Board of Management members is 12 months
- The role generally requires a commitment of 15 hours per month (not including Minute taking)