

## **Minute Secretary's Position Statement**

The Area Secretary's Position requires:

- Attend all Area Committee Meeting, record proceedings and collect Committee Member's reports, Delegate's and Office Mailing lists.
- Transcribe the proceedings and reports into Minutes.
- Email preliminary Minutes to the Chairperson for checking.
- Send the completed Minutes to all Committee Members.
- After the Minutes have been passed as being correct, forward those Minutes to AGSO and all State Delegates.
- Place the Minutes and hard copies of all Reports into the hard copy Minutes File in the Area Office
- Transfer all Correspondence, Agenda's. Minutes, etc. onto a USB and then transfer it all to the Area Office computer.
- Attend all Assemblies and Special Functions where ever possible.
- Make sure that the contact details of all Area Committee Members and Group Representatives are up to date and correct.

Lola W.  
Area Secretary.  
April 2013