

**Role description for Multicultural Tauranga Secretary**

* Prepare and issue the notice convening monthly general committee meetings, special meetings and Annual General Meetings.
* Publicise meetings (AGM only by booking an advertisement in the local paper).
* Book the meeting venue (AGM only if at external venue).
* Prepare the meeting agenda in consultation with the President.
* Keep minutes of all meetings.
* Circulate agenda, minutes, relevant reports, notice of motions etc. to members.
* Bring to the meeting all necessary documents.
* Record and keep in safe custody all meeting related documents belonging to the organisation apart from those required by organisation’s constitution to be kept by the Treasurer.
* Keep a copy of an up-to-date register of current members of the organisation and their contact details (coordinate with office manager/assistant).
* Collect copies of incoming mail (paper mail), which are mainly invoices and statements, to present at monthly general committee meetings and then archive.

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