

## **Task Description – National Secretary**

### **Naval Association of Australia**

*( As outlined in the current edition of the By-Laws)*

#### **National Secretary.**

The National Secretary is responsible to the National Council, through the National Executive, for:

- (a) directing the Assistant National Secretary,
- (b) liaising with other National Office Bearers, Section Secretaries, Subsection Secretaries and Secretaries of Affiliates ,as required;
- (c) dealing with national correspondence; except for; (i) administrative correspondence relating to the collection of membership details and payment of capitation; and (ii) matters within the administrative span of subcommittees of the National Council.
- (d) maintaining proper records of National Annual General Meetings and meetings of National Council and National Executive
- (e) promulgating notices, agenda and minutes of National Annual General Meeting and meetings of National Council and National Executive.
- (f) maintaining the master copies of the Rules;
- (g) the safekeeping of the common seal and maintaining the Register of Seals; and
- (h) other tasks as directed by the National Executive.

October 2019