



capability

Megan J Buntine Consulting Services

Successful Secretaries

Workshop and networking session

WHAT EVERY SECRETARY NEEDS TO KNOW

This three-hour session targeted to Secretaries explores the particular responsibilities of a group's Secretary.

By bringing together Secretaries from different groups that have undertaken Stage 1 of our 'Governance Basics for Committees and Boards' program, this session also provides good networking opportunities for participants.



SUCCESSFUL SECRETARIES

Workshop and networking session

Contents Summary

Introduction

- Exploring the groups

Elements

Issues and Challenges

- What are the difficulties?

The Role of the Secretary

- Coordinating Meetings
- Record Keeping
- Knowing the Rules
- Good Communication

Incorporation

- Legislation
- Consumer Affairs Victoria
- Reporting Requirements
- The 'Secretaries Satchel'

Solution to the Issues

- Problem-solving the issues and challenges

Conclusion

- Useful resources
- Final questions?