



# SUCCESSFUL SECRETARIES

Workshop and networking session

## WHAT EVERY SECRETARY NEEDS TO KNOW

This three-hour session is designed for **Secretaries** of not-for-profit organisations, and it explores the particular role and responsibilities of the pivotal position of Secretary for any organisation.

And by bringing together Secretaries from different organisations, as well as others who are interested in this key role, the workshop also provides great networking opportunities for participants as well.



capability

Megan J Buntine Consulting Services

# About **Megan J Buntine Consulting Services**



Megan J Buntine Consulting Services is an owner-led consultancy practice that works to improve the capability of organisations and individuals.

**"Through my knowledge, my skills, my experience, and my connections, I support the governing bodies and senior staff of all sorts of organisations to build greater governance, leadership and strategic capabilities, so they can deliver better supports and services to their stakeholders".**

**Megan Buntine**

Megan has worked and volunteered across the human services and broader not-for-profit sectors for more than 30 years, as well as running her own businesses over the past 20 years.

She writes and speaks on a range of topics for a variety of audiences.

She particularly specialises in helping organisations with:

- Good Governance
- Strategic Planning
- Executive Coaching
- Board Mentoring
- Succession Planning
- Board Development
- Effective Leadership
- Compliance Management
- Board Evaluations
- Quality Improvement
- Risk Audits
- Tailored Training

# A **collaborative** and **supportive** approach to thriving in this key leadership role

## THIS SESSION COVERS:



A deep dive into the role of Secretary



Meeting the Legislative requirements



Problem solving issues and challenges

Contact Megan to find out more:

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# SUCCESSFUL SECRETARIES

## Workshop Overview

### Introduction

- Exploring the organisations represented
- Incorporated Association or Company Limited by Guarantee?

### Issues and Challenges

- What are the difficulties you have experienced?

### The Role of the Secretary

- Coordinating Meetings
- Record Keeping
- Understanding the Rules or Constitution
- Good Communication

### Incorporation

- Legislation
- Government Regulators
- Reporting Requirements
- Compliance Guides

### Solution to the Issues

- Problem-solving the issues and challenges

### Conclusion

- Useful resources
- Final questions?

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