

Secretary

About This Document

This **role description** was compiled primarily to inform **occupants**, and **prospective occupants**, of the above-named role of the **scope, duties** and **responsibilities** of the role. Additionally, it can inform **fellow members** of AusAPT's Management Committee and other interested parties.

This role description draws from AusAPT's **Constitution** and from the **NSW Fair Trading [Management Committee page](#)**.

This document was last revised on **15 July 2021**.

AusAPT

The Australian Association for Psychological Type Inc ([AusAPT](#)) is a membership association incorporated in New South Wales under the *Associations Incorporation Act 2009*, administered by [NSW Fair Trading](#).

AusAPT has members across Australia and offshore. AusAPT is managed and run by volunteers.

Management Committee

The **Management Committee** is AusAPT's governing body or board. It is comprised of **office bearers** and **regional representatives** who each serve for a term of approximately two years.

The office bearers are **President, Past President, Vice President, Secretary** and **Treasurer**.

The **regional representatives** currently represent AusAPT members in the following regions:

- New South Wales and Australian Capital Territory
- Victoria and Tasmania
- Queensland, Western Australia, South Australia and Northern Territory
- locations outside Australia.

The Management Committee is **chaired** by the President. All members of the Committee have **equal voting rights**. Management Committee meetings are usually held **online**. The Constitution requires the Committee to meet at least three times a year: currently, it meets every two months, or as otherwise required.

Role-Specific Responsibilities

AusAPT's **Secretary** is personally responsible for **Committee and meeting administration** and for **membership administration**, as specified in the Constitution.

The Secretary's **Committee and meeting administration** responsibilities complement and balance the President's responsibilities as chair of meetings of the Management Committee and general meetings. For **Management Committee meetings**, the Secretary is responsible for issuing notices and taking minutes. For annual and special **general meetings** of members, the Secretary is again responsible for issuing notices and taking minutes, as well as for receiving notices of business, proxies and audit statements.

The Secretary coordinates the process of **appointing Management Committee members**. Prior to the start of each two-year term, the Secretary calls for **nominations** for office bearer roles. In the (rare) event of more than one nomination for any role, the Secretary administers a **membership vote** by posting out ballot papers and counting returned ballots. The Secretary also keeps a record of Management Committee appointments and receives resignation notices from Committee members.

The Secretary's **membership administration** responsibilities include receiving applications for membership and adding new members to the register. These processes are now mostly online and automated, and also involve AusAPT's Treasurer, Public Officer and database administrator.

(The Constitution also lists responsibilities relating to the resignation, suspension and expulsion of members, which are rare occurrences in practice.)

Collegiate Committee Responsibilities

In addition to the specific functional responsibilities outlined above, this role also shares with fellow members of the Management Committee a range of responsibilities under the Act, including:

- ensuring all Association documents in their possession are delivered to the Public Officer within 14 days after vacating office
- ensuring that the register of Committee members contains all the required particulars
- disclosing an interest in a matter that conflicts with the performance of their duties
- ensuring information obtained as a Committee member is not used dishonestly
- ensuring their position as a Committee member is not used dishonestly
- carry out his or her functions for the benefit of the Association and with due care and diligence
- appointing a Public Officer and ensuring that any vacancy is filled within 28 days
- appointing additional authorised signatories and removing such appointments
- ensuring that annual general meetings are held within 6 months after the close of the financial year
- ensuring minutes and financial records are kept and financial statements prepared in accordance with requirements
- lodging an annual summary of financial affairs within one month of the Association's AGM
- ensuring that the Association's full name appears on all official documents and publications
- ensuring that the Association does not incur debts that are not expected to be repaid
- ensuring that the Association does not do any act with intent to defraud
- ensuring that any document addressed to the Association is brought to the attention of the Committee
- complying with any additional duty set out in the Constitution.

Appointment Process

Appointments to this role are made by **nomination** or, in the event of a casual vacancy, by a **resolution** of the Management Committee.

The terms of this and other Management Committee roles begin and end at the **annual general meetings** in alternate (even-numbered) years. As AGMs may be held at any suitable date between July and December, the terms may be more or less than two years.

Prior to the AGM, **nominations** are invited from AusAPT members. In the (rare) event of more than one nomination for a role, a **ballot** of members is held. The appointment of nominated or elected Management Committee members is formalised by a **resolution** at the AGM.

If a Management Committee member resigns or otherwise leaves their role before the end of their term, the remaining members of the Management Committee may fill the **casual vacancy** by way of a resolution.