

AUCS Inc. Board – Governance Policy 1.8

Role of AUCS Board Secretary and Public Officer

Responsibilities

Compliance

1. Ensure legislative compliance with the duties of Public Officers as prescribed by Associations Incorporation Act and ACNC registration.
2. Ensure the Annual Report and Financial Statements are lodged with the Office of Consumer and Business Services (www.cbs.sa.gov.au) by the due date and on the appropriate form.

Meetings

3. Prepare the Agenda in conjunction with the Board Chair, and distribute to members.
4. Prepare draft Minutes of Meetings.
5. Prepare the Board pack of papers for electronic distribution prior to each meeting.

General

6. Facilitate the induction of newly appointed members.
7. Facilitate professional development programs for Board and Board members. Assist with effective information flows within the Board, including between Directors and the Board.
8. Assist with implementation of governance principles and plans, and governance programs such as performance assessment and risk management.
9. Implement actions assigned by the Board.

Record Keeping

10. Retain a signed copy of approved Minutes of meetings in the Minute Book.
11. Ensure separate copy of all Meeting papers retained on AUCS files.
12. Ensure formal correspondence to and from the Board is retained on AUCS files.

Duties

As per Governance Policy 1.6 – Duties of Board Members.