

## CAWA DUTY STATEMENT

Position Title: Secretary

Co-ordinates with: President  
Vice President  
Treasurer  
General Committee Members

Reviewed: 22 January 2010

### Correspondence

- Emptying of CAWA letterbox (PO Box 623, Subiaco Post Office).
- Forwarding incoming correspondence on to other CAWA officers, preferably by scanning and email.
- All information of strategic nature or concerning crag access is to be forwarded to the President.
- Checking the CAWA inbox on the CAWA Office website. Responding to general queries and forwarding any emails to the appropriate committee member.
- Preparation of outgoing CAWA correspondence where appropriate. Correspondence with land managers and other formal bodies is required to come from the President.

### Records

- Keeping of general club records according to the Correspondence Control & Filing System Guideline (doc.98-X-08). However, financial and membership records are kept by the treasurer.
- All secretary records are to be electronic, with no hardcopy files kept for long term storage. All such records are to be made available at the AGM [see Resolutions Register, item 5].
- All records and documents required to be accessed or updated on a continuous basis should be made available on the committee website: <http://committee.climberswa.asn.au>.
- Keeping two spare copies of all club magazines.
- Ensuring that the State Library receives a copy of every club magazine.

### Meetings

- Organising general meetings including the AGM [CAWA Constitution, part 5.2], social meetings and CAWA Committee meetings [CAWA Constitution, part 7.4].
- Preparation of the agenda, together with the President, for forthcoming committee or general meetings. [CAWA Constitution part 5.3(b)(iii)]. The President will normally provide direction as to the content of the agenda and the secretary will compile, format and distribute it.
- Taking minutes at committee and general meetings, formalising and distributing them [Constitution, part 6.7(a)].
- Sourcing and providing projector and projection screen for social meetings.
- Organising program for social meetings.

## Property

The Secretary is responsible for all CAWA property, including these items:

- Stretcher
- Stamps (the treasurer will also have stamps)
- Seal
- Banner
- Tarp (rain/sun shelter), with poles and guy ropes.
- 2-way radio set
- First aid kits (One large and one small in soft carry bags).
- Any unsold guidebooks