



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Secretary
Updated: August 2021

Objective of Position:
(The purpose(s) of the job)

To carry out all secretariat functions of the Committee; and contribute to the development and growth of the organisation.

Key Responsibilities and Duties
(The duties or tasks performed to achieve the position objectives)

1. Compile Agendas for Executive Committee Meetings and circulate prior to meetings.
2. Record minutes of all Executive Committee meetings/teleconferences.
3. Circulate minutes to all Executive Committee members prior to next meeting.
4. Maintain current contact details of all Executive Committee members.
5. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects
6. Record inwards and outwards correspondence and attend to outwards correspondence as required.
7. Prepare AGM documents and Lodge Annual Returns with the Office of Fair Trading.
8. Other duties as required.

‘Bringing Info Centres Together’