



INGLEWOOD ARTS HUB inc.

ABN: 88277306479

Hub address: 895 Beaufort Street, Inglewood WA 6052

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Volunteer Role Description: Management Committee Secretary

Inglewood Arts Hub inc. (IAH) is a not-for-profit volunteer/artist-run community arts organisation, which manages an art gallery; an artist-in-residence program; a studio in which groups and workshops are held; and hosts artists talks, visits to artist studios and galleries, and other events. The IAH has a strong, but not exclusive, link with Inglewood and surrounding suburbs. All people working for IAH are volunteers.

Management Committee Secretary

The secretary works closely with the management committee chair, vice chair, and treasurer, with a particular focus on:

1. Meetings

- Consult with the chairperson regarding business to be conducted at each committee meeting and general meeting.
- Prepare the notices required for meetings and for the business to be conducted at meetings, e.g. the agenda.
- Maintain full and accurate minutes of committee meetings and general meetings.

2. Correspondence

- Deal with the Association's correspondence, i.e., all relevant letters, emails, and summaries of phone conversations by all those authorised to act on behalf of Inglewood Arts Hub.

3. Records

- On behalf of IAH, maintain an up-to-date copy of these rules (IAH's Constitution), as required under section 35(1) of the Act (on IAH Website and in IAH's Google Drive)
- Ensure the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to IAH (in IAH's Google Drive)
- On behalf of IAH, maintain a record of committee members and other persons authorised to act on behalf of IAH, as required under section 58(2) of the Act (on IAH Website and in IAH's Google Drive) unless another member is authorised by the committee to do so.
- Maintenance of the members register may be delegated to another member of the committee or IAH.

4. Reporting

- Lodge an annual Associations Information Statement with Associations and Charities in Consumer Protection, by end of December, through Association Online <https://www.consumerprotection.wa.gov.au/associationsonline>
- Provide a brief written report to IAH's monthly committee meeting, noting any points for discussion.

NOTE: Duties of the secretary (i.e. minute taking; membership records) may be delegated to other committee members as authorised by a vote of the management committee; this delegation is to be authorised at the first meeting following the AGM.

Reimbursement

IAH reimburses committee members and volunteers for expenses they incur with money outlaid, only when approved (and recorded in the minutes) at a committee meeting. Receipts are required for money outlaid.