



BJCC Committee - Secretary

The secretary is a key role in the BJCC. The secretary is required to know the BJCC Association Rules and ensure that they are duly carried out, as well as defining and documenting the ongoing procedural requirements for the running of the chamber.

Responsibilities

Secretarial

- Sending and receiving letters, emails, or other documents
 - Lodging official documents with the Office of Fair Trading
 - Advising the President and Treasurer about urgent matters that arise from letters or other documents
 - Responding to enquiries made to hello@bjcc.com.au
- Taking nominations for the Committee
- Arranging AGM, SGMs (as required), and Committee meetings
 - Telling members about meetings (giving notice as outlined in the Association Rules)
 - Arranging the venue
 - Preparing the agenda and other relevant documents
 - Taking minutes of meetings
- Maintaining the “Secretary” folder in Google Drive
- Managing BJCC insurance coverage
- Management and maintenance of the BJCC website through Wordpress
- Obtaining event sponsorships

Governance

- Maintaining policies and procedures (with the assistance of the Ambassador team)

Ambassadors

- Support the Ambassador program
 - Assist in the selection, onboarding, and offboarding of Ambassadors
 - Lead Ambassadors who are assigned to your projects

Committee

- Working with fellow Committee members to establish an event schedule that provides networking and growth opportunities for members
- Attending Committee meetings in person (approximately 3 hours once per month) and providing governance updates