Army Art

Secretary

1. 

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# Position Duties and Description

1. A Committee member should:

* Attend monthly meetings
* Assist with the setting up of the venue (during the day and/or evening)
* Work over acceptance weekend
* Work on opening night
* Work over the weekend of the show
* Assist with packing up the venue

## Role

1. The role of the Secretary is to support the administration of the organisation and facilitate and support Committee meetings by preparing and distributing required documentation.

## Skills Required

1. To fulfil this role the following skills would be useful:

* Good organisational skills
* Word processing skills
* Approachable and sensitive to the feelings of others
* Good communication and interpersonal skills
* Flexibility
* Eye for detail
* Impartiality
* Fairness
* Respect confidences

## Meetings

### General

* Be responsible for maintaining a history of Army Art in conjunction with the Chairperson.
* Maintain the originals of the following documents:
* Rules of Management
* Guidelines for the Operation of Army Art
* Committee Duty Statements

### Before Meetings

* Request items for the agenda from all Committee members including all correspondence to be recorded
* Discuss the agenda with the Chairperson
* Prepare the agenda
* Prepare an Action List based on previous minutes
* Distribute documentation required for meetings to Committee members 1 day prior to meeting

### During Meetings

* Check a quorum is present
* Take accurate minutes of the meeting
* Present record of sub-committee meetings and decisions to Army Art Committee
* Ensure the previous meeting’s minutes are signed by the Chairperson, once they have been ratified by the meeting.

### Following Meetings

* Prepare the draft minutes
* Submit the draft minutes to the Chairperson for approval
* Distribute the minutes to all Committee members
* Copy of minutes to be sent to the Leeuwin Barracks Liaison
* Carry out any tasks assigned to the Secretary

### General

* Ensure an up to date record of members of the organisation is maintained
* File copies of all documents produced by the organisation
* Any other duties as requested by the Chairperson

### Sub-Committees

* At least one member of the Executive must serve on each sub-committee
* Refer to Sub-Committee Operational Guidelines for subcommittee meeting and decision requirements
  1. General
* Any enquiries received are to be referred on to the relevant Coordinator – please do not second guess answers/responses/replies
* Any grievances are to be dealt with privately away from the Army Art venue, volunteers, guests and artists
  1. Sequence of Events

### One Month Prior to Opening Night

1. Provide Catalogue Coordinator with the following Guidelines for inclusion in sales books:-

* Guidelines for Receiving Paintings
* Guidelines for Receiving Special Exhibits
* Guidelines for Sales Tables
* Guidelines for Purchases by Volunteers
* Guidelines for Picking Up Paintings
* Guidelines for Picking Up Special Exhibits

### Two Weeks Prior to Opening Night

* Print out and photocopy the following Guidelines for Acceptance Weekend:-
* How to Hang Paintings
* Guidelines for Displaying Special Exhibits

### One Week Prior to Opening Night

* Print out and photocopy the following Guidelines for Opening Night:-
* Guidelines for Catering Staff
* Guidelines for Red Dot Runners
* Prepare contact sheet for people enquiring about next year’s exhibition

### Weekend of Show

Assist with the manning of the art show venue over the weekend

### For the First Meeting after the Show

1. Prepare a list of suggestions to improve the show

### One Month Post Opening Night

* Liaise with the Chairperson and update the Secretary’s duty statement
* Return updated folder to the Chairperson at AGM

### Prior to AGM

* Prepare Notice of Annual General Meeting with Explanatory Statement, Proxy Form and Nomination Form included
* Send Notice of AGM to existing Committee Members, all volunteers, sponsorship representatives and the current beneficiary representative
* Prepare package for distribution at AGM which includes:
* Notice of Annual General Meeting
* Previous AGM Minutes
* Chairperson’s Report
* Treasurer’s Report
* Nomination Forms

Document Control

| **Date** | **Version** | **Sections/All** | **Name** | **Reason for Change** |
| --- | --- | --- | --- | --- |
| 03/02/2011 | 1 | All | Don Maskew | Initial Document |
| 20/02/2014 | 2 | All | Secretary | Format and standardisation of document |
| 20/11/2014 | 3 | 1.3, 1.4 | Secretary | Refer Minutes 19th November 2014 – Action List |