



**FRANKSTON
BUSINESS
CHAMBER**

The people to see ...

Frankston Business Chamber Inc. Position Description - Secretary

TITLE	Secretary of the Frankston Business Chamber Inc. Board of Management (<i>hereafter referred to as "Secretary"</i>)
REPORTS TO	Frankston Business Chamber Board of Management (<i>hereafter referred to as the "Board"</i>)
REPORTING TO THIS POSITION	Nil
LOCATION	Suite 11, Ground Floor, 108 -120 Young Street, Frankston
CLASSIFICATION	Voluntary position that shall be appointed by the Frankston Business Chamber Board of Management for a term as determined by the Constitution
POSITION DESCRIPTION DATE	March 2009

Primary Objective

To take the minutes at Board meetings and at the Annual General Meeting.

Duties and Responsibilities

- To record all relevant information and discussion as occurred at Board meetings
- Each month as soon as possible, type up the minutes and send through to the Frankston Business Chamber Executive Officer
- Take minutes of any extraordinary meetings of the Frankston Business Chamber Board
- Record minutes of AGM, presenting previous year's minutes for approval and signing of Chairperson.

Reports To

Frankston Business Chamber Board of Management

Qualifications

No specific qualifications are required for this position, merely a willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber and its members.

Accountability

The Secretary is accountable to the Frankston Business Chamber members, the Board, Corporate Affairs and all applicable funding bodies.



Extent of Authority

Nil

Experience

Secretarial skills are not essential for this position, although sometimes helpful. An ability to take good, comprehensive notes and convert these into a logical, concise format, ready to type is all that is required.

Other Requirements

- The Secretary must be prepared to undertake a Portfolio position.
- A Confidentiality Agreement must be signed prior to commencement.

Approval

I approve the this Position Description

Signed: Date: / /

Position:
(*President*)

Incumbent Statement :

I have read, understand and accept the terms and conditions of this Position Description

Signed: Date: / /

Name: