



What is the Secretary's Role?

- Deal with all correspondence (letters & emails) that have been sent to the Co-op.
- Make sure all Co-op records (paper and electronic) are kept securely.
- Make sure minutes are taken in meetings.
- Prepare and send out agendas and minutes for meetings.
- Keep copies of the Co-op rules, CCA and relevant legislation for reference.
- Help to induct new members, including updating the membership register.
- Train other members to do the role so that you can hand it over smoothly.

The Responsibilities of the Secretary

Most tasks of the Secretary can be delegated to other co-op members. However, it's the secretary's responsibility to ensure these tasks are completed. Any delegated tasks should be agreed and documented by both the secretary and the member before the responsibility is delegated.

Dealing with Correspondence

- Make sure mail is collected regularly
- Record all correspondence, including emails, in the Co-op's inwards/outwards correspondence register
- Forward correspondence to the appropriate director (e.g. bank statements to the Treasurer)
- Talk to Chairperson if there is something urgent so they can decide if a meeting is necessary
- Report on correspondence at meetings
- Send minutes of directors' meeting to the Co-op board
- Send minutes of the general meetings to all members and reports from the office bearers
- Write and send any outward mail on behalf of the Co-op, as agreed in directors' and general meetings
- File all correspondence
- Maintain a supply of stationery



Maintain the Co-op Office

If the co-op are in a physical office with other people or organisations, then ensures a notice is on front of the office, stating, "This is the Registered Office of (name) Co-op".

Keep all Co-op records including:

- Registers of members and directors and keep them updated
- Your current Co-op rules and the Co-operatives National Law Applic. Act
- A copy of the CEHL Co-op Agreement (your Co-op's CCA)
- All minutes of directors' meetings
- All minutes of general meetings
- A copy of all reports, including Auditor, CAV/ACNC, BAS reports, and other business records
- Keep the Co-op Common Seal (if one exists for your Co-op)

If you are a **CERC model of Co-op**:

Keep a copy of every member's rental agreement (lease), condition report and disclosure declaration.

Have access to the latest version of the Residential Tenancies Act (Vic).

The Responsibilities of the Secretary continued

Manage the Paperwork

- Arrange taking minutes for each meeting of the Co-op – using a computer or hardcopy book.
- Send draft minutes to members for acceptance motion at the next meeting.
- File minutes as draft version and then a final version once accepted (tip: save final version as a pdf).
- If hardcopy minutes, co-sign each page with the chairperson after accepted or amended.

File documents so that all Co-op records are accurate and available:

- Update registers as changes occur.
- Lodge, record and file any changes to your Co-op's rules as per CAV requirements.

Work Closely with Directors

- Organise suitable venues or set up Zoom meetings.
- Prepare agenda with Chairperson for general and directors' meetings two weeks beforehand.
- Send agenda and minutes before each meeting, and have copies available at the meeting.
- Arrange minute-taking at general and directors' meetings.
- Check Minimum Notice is given for different types of meetings:
 - Directors' meeting
 - General meeting
 - Annual General Meeting
 - Special resolution
- Check your Co-op rules, and Consumer Affairs (CAV).

Help Induct New Members

Provide new members with a copy of the Co-op's rules.

Work with the director leading member selection to make sure that:

- Co-op membership and induction are only offered after eligibility is confirmed by CEHL.
- A new member information pack with required documents is ready for tenancy sign-up.
- Secretary role is explained to new members as part of their induction.

Knowledge sharing! Train other members to assist you in the role.

Every Co-op must have a secretary

S190 of Co-operatives National Law Application Act states every Co-op must have a secretary.

Key references are the CAV and CEHL websites:

<https://www.consumer.vic.gov.au/licensing-and-registration/Co-operatives/responsibilities-of-a-Co-operative>

<https://www.cehl.com.au/CoopGovernance> – ask CEHL for coaching for your Co-op.

Need Assistance?

Please contact your CEHL Co-operative Development Co-ordinator (CDC):

Phone: **9208 0800** or
Freecall **1800 353 669**