



THE ROLE OF THE SECRETARY.

While every member of the Executive Committee is accountable for your club's administration, it is the Secretary's role to **coordinate meetings, manage club communication, maintain club records, and ensure the club meets its reporting obligations.**

Who can be Secretary?

- Anyone who has strong organisational skills can successfully take on the role of Secretary.
- You don't have to be an administrative genius or a business student to be a great Secretary!

The role is easy to learn. There are helpful tools in [WESTERNLife](#), easy-to-follow guides, and the Student Clubs team are always available to help.

Benefits of being Secretary



- The Secretary plays a **crucial role** in the club's success by providing administrative and organisational support to the club and its Executive Committee.
- As Secretary, you can **be creative** in communicating club messaging on social media and online platforms.
- As Secretary, you will learn **valuable skills** in meeting protocols, administrative support and communication methods that can improve your employability!

Why is the role of the Secretary important?

- Clubs at Western Sydney University are allocated SSAF funding, so the Secretary works with the Treasurer and the other members of the Executive Committee to ensure the club meets its reporting obligations.
- The Secretary maintains club records and implements meeting protocols to help the club run smoothly.



What does the Secretary do?

The following roadmap shows the steps the Secretary should take throughout the year:

AT THE START:

- Step 1:** Access the [Meeting Notice, Agenda](#) and [Minutes template](#) and familiarise yourself with good meeting procedures.
- Step 2:** Familiarise yourself with the club's previous meeting minutes on WESTERNLife and liaise with the President to establish suitable locations and frequencies for Executive Committee meetings and general meetings.
- Step 3:** If you have questions at any stage, contact the Student Clubs team, who are always available to help.

Helpful tip

Remember that clubs need to hold at least one Executive Committee meeting (meetings just for Executive Committee members) and one general meeting (meetings where all club members are welcome) per semester.

Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role. See more in the [Succession Planning Guide](#).

DURING THE YEAR:

- Step 1:** Coordinate Executive Committee meetings and general meetings, by issuing meeting notices, preparing agendas (in collaboration with the President), taking minutes during meetings, and following up on action items between meetings.
- Step 2:** Maintain club records in WESTERNLife, including the club's members and officers list, as well as important club information such as meeting minutes.
- Step 3:** Manage club communication including correspondence, emails and social media.

AT THE END:

- Step 1:** Work with the President to draft the AGM agenda and distribute it to members. Organise the AGM location and prepare relevant AGM documents (such as the AGM notice and agenda). See more in the [Running an AGM Guide](#).
- Step 2:** Ensure the AGM runs according to good meeting procedures, including finalising the election process of incoming Executive Committee members.
- Step 3:** Provide a handover to the incoming Secretary, showing them where to access the club's existing records, such as meeting minutes, strategic plans and annual reports.

You got this!

Following the simple steps in this guide will make being the Secretary easy and rewarding. Your Executive Committee and the Student Clubs team can guide and support you to learn the role. So get in, give it a go and have fun!

If in doubt, ask! The Student Clubs team are here to help!

Email studentclubs@westernsydney.edu.au



[Watch the video](#)