

COMBINED PROBUS CLUB OF MANNINGHAM INC

SECRETARIAL DUTIES

Fortnightly:

1. Collect mail from Doncaster Heights Post Office, Doncaster Road, (next to Salvation Army Store), PO Box 4419 at fortnightly intervals.

Monthly:

2. Prepare Agenda and issue to Committee Members usually one week before Committee Meeting (usually held on the Thursday morning 10.00am before General Meeting).
3. Take minutes of the Committee Meeting and record/follow up any actions arising from the Meeting.
4. Prepare Agenda and issue to President for the General Meeting.
5. Prepare Birthday list for the next month to be read out.
6. Take minutes of the General Meeting and forward to Newsletter Editor for attachment to Newsletter.

Annually:

7. Complete Department of Justice Annual Return.
8. Complete Probus South Pacific Annual Return
9. Complete Probus Association of Victoria Annual Return
10. Advise Bulleen Baptist Church of changes in Committee Members and their contact details.