



AUSTRALIAN NATIONAL CAPITAL ARTISTS INC.

Officer of ANCA

The ANCA Board is responsible for managing the affairs of the Association. Nominations to be a tenant member of the Board are sought annually at the AGM. Once established, the ANCA Board elects the officers from within its membership. The Board also elects one member who is a former ANCA tenant and a non-tenant member with necessary professional expertise. Each of the ANCA Board member roles is undertaken on a voluntary basis.

POSITION Secretary

DIRECTION FROM ANCA Board

RESPONSIBILTIES The Secretary is responsible for ensuring true accounts are kept of ANCA's business proceedings including minutes, correspondence and other Board-related information.

THE ROLE

- For a one year term
- Attend Board meetings (every 5 - 6 weeks)
- Carry out the responsibilities of an Officer of the ANCA (Committee) Board
- Take and record minutes at Board, general and other association meetings
- Circulate meeting minutes to members
- Compile and keep up-to-date the names and contact details of members of the committee
- Take nominations and keep minutes of all elections and appointments of committee members
- Provide appropriate notice of meetings to members
- Work with the Chair to prepare agendas for ANCA meetings
- Coordinate correspondence and reports to be tabled at meetings
- Receive all incorporated association correspondence and bring to attention of Chair or Treasurer as necessary
- Prepare notices for AGM
- Organise and submit Annual Return to the Office of Regulatory Services
- Be a signatory on ANCA accounts
- Be responsible for maintaining the Register of Members (Rule 6.6)
- If you are a tenant member of ANCA, provide fair and equitable representation of tenant's views at ANCA Board meetings

Note:

To assist the Secretary, the paid position of the ANCA Arts Administrator has the day to day responsibility of keeping true accounts of ANCA business and ensuring that all records are kept up-to-date. For consistency, this also includes taking the minutes at Board meetings and helping to prepare the agenda for ANCA Board meetings.

FURTHER INFO

- ANCA Constitution - March 2014
- ACT Associations Incorporation Act 1991
www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf

Services

www.ors.act.gov.au/community/associations

- www.pilch.org.au/legal_info/secsguide
- Australia Council - On Board: Serving on the Board of an Arts Organisation
http://australiacouncil.gov.au/workspace/uploads/files/research/on_board_second_edition-54e136-54ed2bf6b083d.pdf

- ACT Office of Regulatory

APPENDICES

Checklist

Appendix A: ANCA Secretary History

Administrative use only:

- Appropriate Board Member Role Sheet
- Current Board activities
- Constitution
- ANCA History
- Last Board Meeting Minutes

CHECKLIST*

Prior to Board meetings

- Provide appropriate notice of meeting time to members
- Prepare meeting agenda (with the Chair)
- Coordinate any correspondence and reports to be tabled

At Board meetings

- Take the minutes of the Board meeting

Post Board meetings

- Record the minutes of the Board meeting
- Distribute minutes to the Board members

Other tasks

- Compile and keep up-to-date records of Board members names and contact details
- Take Board nominations prior to the AGM and any other elections
- Receive all association correspondence and deal with accordingly
- Prepare notices for the AGM
- Organise and submit Annual Return documentation to the Office of Regulatory Services post AGM

** All the above tasks are generally completed by the Arts Administrator. If the Arts Administrator is absent, the Secretary may need to step in to complete some tasks.*

Appendix A

ANCA BOARD SECRETARY HISTORY

YEAR from AGM to AGM	SECRETARY
1990 - 1991	
1991 - 1992	
1992 - 1993	
1993 - 1994	
1994 - 1995	Fay Skyring
1995 - 1996	Itzell Tazzyman
1996 - 1997	Robyn Campbell
1997 - 1998	Sharon Peoples
1998 - 1999	Suzanne Knight
1999 - 2000	Kirsty Wolf
2000 - 2001	-
2001 - 2002	Julie Ryder
2002 - 2003	Brigid Cole-Adams (resigned September)
2003 - 2004	Jenny Lawrence
2004 - 2005	David Hodges
2005 - 2006	David Hodges
2006 - 2007	David Hodges
2007 - 2008	Ria Vlavianos
2008 - 2009	Andrew Kavunenko
2009 - 2010	Andrew Kavunenko
2010 - 2011	Caren Florance
2011 - 2012	Ian Dickson
2012 - 2013	Daniel Lorrimer
2013 - 2014	Carmel McCrow
2014 - 2015	Nigel Lendon (until July)
2015 - 2016	Emma Beer (until August) / Sean Davey
2016 - 2017	