

## Terms of Reference for the Honorary Secretary

### 1 Authority

- (a) The Honorary Secretary (the Secretary) is an Office Bearer elected to the position by the Congregation.
- (b) The role of the Secretary is outlined in section 16(2) (a-e) of the Temple Shalom Constitution.
- (c) The Secretary reports to the President and the Board of Management.

### 2 Responsibilities

- (a) The Secretary maintains the Register of Members of the Congregation. The Secretary:
  - i. oversees and directs the Clerical Assistant in the actual recording of Members' details, in the Register of Members and
  - ii. regularly checks to ensure that the Register is up to date.
- (b) The Secretary is the point of contact for the Board of Management. The Secretary:
  - i. receives and keeps copies of all inward correspondence and
  - ii. composes (where required), sends out and keeps copies of, all written communication from the Board of Management.
- (c) The Secretary calls meetings of the Board of Management and the Congregation. The Secretary:
  - i. in consultation with the President, prepares and circulates notice of meetings,
  - ii. in consultation with the President, prepares the agenda for meetings,
  - iii. calls for reports for meetings,
  - iv. circulates the agenda, draft minutes of the previous meeting, inward and outward correspondence, reports and any other relevant documents, prior to the meeting.
- (d) The Secretary takes minutes of all questions, matters, resolutions and proceedings of all meetings of the Board of Management and the Congregation. The Secretary:
  - i. takes minutes which are an accurate record of the meeting including a list of those present, apologies, names of guests or observers, outcomes of business in the order it was dealt with, copies of reports and the date and time of the next meeting,
  - ii. presents a draft of minutes of the the previous meeting for approval and
  - iii. signs and dates, and ensures that the President signs, the approved minutes of the previous meeting, including any amendments.