



SECRETARY POSITION DESCRIPTION

Reports to

- The CABBI Management Committee Members
- The CABBI Annual and General Meetings of all Members

Primary Role

The Secretaries primary role includes but is not limited to

- To provide administrative support to the president and the CABBI Management Committee.
- Plan, develop, organise, implement, direct and evaluate the organisation's administrative functions.
- Be the spokesperson for CABBI and work to maintain key relationships within and outside CABBI.
- Assist in making CABBI decisions, managing the overall operations and resources of CABBI.
- Act as the main point of communication between CABBI members and the local community.

Responsibilities and duties

- Assist in setting meeting agenda's and attend all meeting as required to record the proceedings for general distribution to the CABBI Committee and Members.
- To create accurate records and maintain CABBI documentation filing.
- To assist in setting the administration functions, policies and strategic direction of CABBI, both for the near term and foreseeable future.
- To assist CABBI members by following its mission, policies and agreed procedures while being profitable.
- To assist CABBI's Office bearers and committee to fulfil their responsibilities for CABBI's governance and success.

- To plan, organise, and carry out the responsibilities associated with the role of Secretary.
- To assist in co-ordinating CABBI's members and Committee by ensuring the tasks and expectations are clearly defined, reasonable, and CABBI members share an appropriate interest and skill, consistent with the allotted roles.
- Assist in the membership submissions, liaising with the Membership Co-ordinator.
- Monitor and report to the Management Committee meetings, the correspondence in and out, as well as collecting mail from the Post Office Box in Batemans Bay.
- Create digital records of all legal documents for filing, as well as photocopying newsletters and/or documents to email to members.
- Create an attendance register for all General Meetings and record member numbers/or attendees in the minutes.
- Book venues and organise payment methods with the Treasurer.
- Distribute relevant documents and mailing list information from affiliated organisations via the CABBI Newsletter.
- Provide receipts to the Treasurer for ALL CABBI expenses.

Requirements for the Role

The Secretary should be

- A financial member of CABBI
- Experienced in administrative functions and procedures
- A resident in Batemans Bay or Eurobodalla Shire
- Possess organisational or administration experience to further the development of CABBI
- In possession of a current driver's licence

ATTACHMENT 1 SECRETARY POSITION

SECRETARIAL RESPONSIBILITIES

- ALL CABBI MANAGEMENT AND GENERAL MEETING/AGM ARE HELD AT THE HUB MOGO 2pm on designated days
- First Tuesday every month send out agenda to Committee Members.
- First Thursday every second month send out Agenda for General Meeting to All Members.
- COMMITTEE MANAGEMENT MEETINGS EVERY SECOND TUESDAY OF EVERY MONTH except for January every year.
- At General Meeting greet all of the Members attending, have an attendance Sheet available for all members to sign in.
- In Agenda for General Meetings please request all Members wear their name badges so new members can be introduced.
- All Correspondence In and Out should be produced at all meetings, to be included in the minutes and matters arising can be discussed.
- A Gallery Report, a Treasurers Report, President's report, Membership and Workshop reports are to be included in the Minutes (best to ask Committee members for a hard copy of their reports during the meeting)
- Take precise notes every meeting and complete General Meeting Minutes firstly for proof reading by a designated member, then distribute to all Members via email, to be distributed 3 – 4 days post meeting.
- Committee Meeting Minutes go to Committee Members only 3 – 4 days post meeting. **(BCC ONLY NOT CC - Illegal)**
- The Newsletter will be produced monthly by our Graphic Artist (or other designated person) All information is to be sent to newsletter@cabbi.com.au before the 10th of every month.
- A current list of Financial members is available from the Membership coordinator.
- Paper for the copier, used by you or in the Gallery, is available on request from the Treasurer or Gallery Manager, both of whom have Visa Debit Cards. There is an account at the Batemans Bay Office Suppliers, but only to be used for items not available.
- Printer cartridges are to be ordered and purchased by Bay Office Supplies by the Treasurer.

- Empty PO Box 538 in Batemans Bay, at least fortnightly, and more often when Exhibition entry Forms and Membership Fees are coming in. Some members still refuse to use the invoice system.
- All bank statements are to be given to the Treasurer asap, with all other relevant documents.
- All emails of importance have to be saved to CABBI document files, and every six months or so transferred to the external Drive.
- The **2Terabite** External Drive can be used by both MAC and Android computers.
- On receipt of thumb drives, all have to be backed up on the external drive.
- Receive all incoming emails and respond accordingly, sending on to other committee members if necessary.
- NO emails sent in between Management Committee members can be forwarded CCD or BCC to any other member at any time.
- NO email sent to Management Committee by a member, can be forwarded, BCC or CCD to any other Member at any time.
- Monthly Financials (the Treasurer to do this) and Newsletters are to be sent to Mundi Thomlinson every month to put up on the Website. All members can access the Financials with a personal password only, and the Financials should be structured so no copies can be made.
- It is the INCOMING Secretary at the AGM who should take the minutes of the AGM, but the outgoing Secretary may do this for you on asking.
- Shortly after taking over as Secretary, you will be given documentation by the Public Officer, which has to be sent to Fair Trading for the Registration of CABBI and registration of the incoming Committee. (the quickest way to do this is to go to Services NSW to get the forms needed, fill out and deposit with Services NSW, or post. There will be a fee, which you will have to pay, then give the receipt to the Treasurer to be reimbursed.
- All Minutes are to be sent to CABBI designated files for Storage.
- All emails in regard to membership and payment are to be sent to the Membership Co-ordinator asap.

Prior to the 20th of every month, Small concise reports in regard to the Gallery, upcoming exhibitions, and workshops, can be sent to ESC arts@esc.nsw.gov.au, Indie Carmichael for their Newsletter (Arts Canvas) Photo of high resolution are usually included in these emails. All information has to be UPCOMING EVENTS not present or past. No advertising.

The Secretary should encourage the co-ordinators to send in their own reports.

This also applies to the Moruya news, which is weekly, therefore has to be submitted before Wednesdays.

CABBI members holding personal workshops, not a CABBI event, are allowed to send their flyer/poster to CABBI Newsletter for publication. They are not permitted to advertise their event on our website, Facebook or use the CABBI membership list to advertise.

No CABBI Member is allowed to have a copy of our Membership list. They are permitted to sight it on request. No member is to use the bulk email addresses of CABBBI for their personal use. This is totally illegal.

Secretary – CABBI

Creative Arts Batemans Bay Inc
June 16 2026

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