



Role Description

Brigade Secretary

The following role description provides an overview of the functions a Secretary will usually perform, however, each brigade may structure their roles differently.

Functions:

The Secretary is responsible for:

- managing inwards and outwards correspondence and inform members weekly or monthly as required
- all meeting minutes and notices
- managing and applying for UFBA or FRFANZ and LSGC Honours
- ensuring all member attendance at musters, trainings, responses, meeting and other brigade activities are recorded in appropriate databases
- ensuring all relevant documents are secured and archived
- assisting with any other administration tasks as required.

Activities/Duties:

The Secretary will:

- Keep a true record of all business transacted at meetings of the Management Committee and of the Brigade, Annual General and Special Meetings, the minutes of each meeting to be ratified at the next appropriate meeting and retained in either hard copy or database in case of audit and for the Brigade's historical records.
- Maintain an up to date list, of Members, Brigade Life Members and Honorary Members together with their preferred email address.
- Maintain an up to date roll of all members of the brigade and record attendances, apologies or absences at each muster, training, response, meeting and brigade activity, and ensure that entries are made in appropriate Fire and Emergency databases and that the roll is available, on request, by the UFBA/FRFANZ when assessing service honours.
- Attend to the Brigade's correspondence, including emails, which concern the Brigade's activities and all communications from the UFBA/FRFANZ.
- Notify members of Management Committee meetings, together with an agenda, and give notice of Brigade, Annual and Special Meetings.
- Furnish any statutory requirements required of the Brigade, for instance, Inland Revenue, Incorporated Societies or Charities Commission returns.
- Certify, along with the Chief Fire Officer or Controller, applications for service awards and lodge these with appropriate advance notice of functions where honours are to be presented.