



## JOB DESCRIPTION:

Secretary

## ROLE:

- To keep accurate and safe up to date electronic and hard copies of all documentation created by the CLROC

## RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- Prepare an Agenda for both Committee and General meetings ensuring any matters from the General meeting are referred to the Committee and information passed onto the General meeting as required. Liaise with Chairperson.
- To record accurately minutes of both Committee and General meetings. Electronic version of committee minutes to be forwarded to committee the week prior to next meeting.
- Liaise with Secretary and Editor to ensure the membership database/ mailing list is maintained. It is to be up to date by the magazine content cut of date.
- Correspondence: To collect and sort mail before each Committee meeting. Process any outgoing correspondence initiated from either Committee or General meetings.
- Ensure the committee reviews relevant documents as required e.g., portfolio descriptions, Rules & Regulations, Constitution, form documents.
- Keep all master documentation on the laptop. Any amendments to any club documents must be authorised by committee.
- It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary. It is the secretary's responsibility to enable access to the OneDrive or other method for the backing up of date. Any hard copies of important documents should be scanned to electronic or a second copy given to the CLROC Chairperson.
- To store and keep safe CLROC software.
- To be an officer of the club.
- To be a signatory on bank account

## EQUIPMENT PROVIDED:

- Key for C.L.R.O.C. mailbox 13-275 – N.Z. Post, 455 St Asaph St, ChCh. After hours access code: 0487\*, gate lock code CZ0487.
- Laptop
- Files/hardcopies/records

## SOFTWARE PROVIDED:

- Microsoft office. OneDrive

Email Address [clroc.secretary@gmail.com](mailto:clroc.secretary@gmail.com)

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