

## **Farm 2 Fork Collective Inc – Secretary Job Description**

The secretary is responsible for a wide range of administrative functions. It is expected that the secretary will have a solid understanding of meeting procedures, the systems and processes that support good governance and ensure they have an understanding of the Farm 2 Fork Collective's Constitution.

### **Key responsibilities**

Act as the primary contact for the organisation

Record, file and forward relevant organisational correspondence and documents

Submit the required forms and documents to the Office of Fair Trading – AGM minutes, Change of Office Bearers, Annual Financial Reports, Constitutional changes

Organise meetings, set annual general meeting dates (including AGM) and record, file and distribute meeting minutes

Prepare and distribute the agenda for meetings

Record and file motions and resolutions

Ensure AGM requirements are met

### **Required skills**

Familiarity with the *box* file management system

Familiarity with *Zoom* meeting platform

Knowledge of Office of Fair Trading requirements

Knowledge of Roberts Rules, general meeting procedures and formation of motions and resolutions

### **Approximate hours per month**

Up to 8 hours