

CWA  
Branch  
Secretary  
Training



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# CWA Branch Secretary duties

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The Branch Secretary is elected for one (1) year with a maximum of five (5) consecutive years and is a **volunteer**.

# Branch Secretary Duties

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The role of the Branch Secretary is ***extensive.***

To help share the load, the role can be split into:

- Minute Secretary,
- Correspondence Secretary,
- Publicity Officer - to handle promotional publicity for activities and events, and to write up magazine, website and Facebook articles.



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Think about what you can delegate....Think about how you can delegate? Think about who you will delegate to? Are you going to spread the load between few people? It could be for a small project or event....  
Maybe consider having an assistant secretary !!!



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DELEGATE!



DELEGATE!

DELEGATE!

DELEGATE!

DELEGATE!



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## *Let's do some brainstorming*

.....

**What skills do you think a secretary requires?**





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# Become Familiar with.....

- Members page on the CWA web page
- Key Policy documents
  - Code of conduct
  - Conflict of Interest
  - Media Policy
- Branch Basics
- Communication Toolkit
- Constitution
- Membership materials
- Strategic Plan





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## Role of Branch Secretary

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- To conduct the branch administration and to ensure information is shared
- Work closely with the Branch President, and Branch Treasurer and any other member holding a portfolio e.g. Publicity Officer, Communication Officer, Events Coordinator, etc....
- Keep an attendance book to be signed by ALL members and visitors at each branch meeting and activity. Full names of all persons' present must be recorded in the Minutes.

**Don't forget to be inclusive and share the load, so nothing becomes too onerous**



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# Branch Secretary Duties

## There are several key responsibilities for a Branch Secretary

- Minutes
- Correspondence
- Membership Register (although this can be done by the Treasurer)
- Postings from Head Office: Jan, Apr, Aug – We will talk more about this later in the presentation)
- Returns to Head Office (although some of this is done by the Treasurer)
- Raffles (in conjunction with the Treasurer)
- Publicity (in conjunction with the Branch President)
- Recognition of members' special occasions (in conjunction with the Branch President)



# Branch Secretary Duties (cont'd)



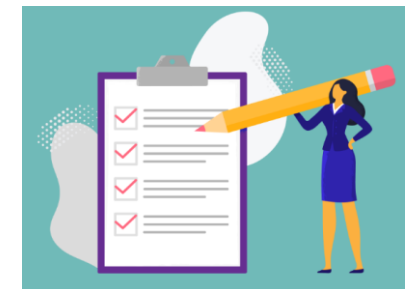
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## **BEFORE** the branch meeting:

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- Prepare the meeting **AGENDA** in consultation with the President
- Receive correspondence and discuss with branch President before the meeting
- Send emails to all members of the branch which should include as an attachment:
  - The agenda, and
  - Minutes of the last meeting
- Ensure you ask members if they wish to include any agenda item. You may also like to ask members if they wish to send their member report with the agenda (eg. Events report, craft report, etc...)



# Branch Secretary Duties



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## During the Branch Meeting:

- Present correspondence received and then organize reply after the meeting based on members discussion at the meeting.
- Take notes for the minutes, making sure you note
  - What actions were voted on,
  - FULL names of the mover and seconder, and
  - whether the motion is carried or lost.
- Assist the President to follow the agenda

# Branch Secretary Duties



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## After the Branch Meeting:

- Write the minutes from notes taken as soon as you can
- Discuss any issues with the branch President and Treasurer
- Follow up on any correspondence item – e.g. do you need to send a reply to someone, or a thank you letter.



## Branch Secretary Duties

### Between branch meetings:

- Ensure **Privacy Permission form** is completed and held for members of the Branch
- Ensure all members have **Working with Children**
- Ensure **permits** and other requirements for events in consultation with the President or Branch Event owner, e.g., Food Trader permit
- **Promotional publicity** in consultation with other members – This includes writing magazine, website and Facebook articles and submit by deadlines in conjunction with Branch President
- **Raffles** (fundraising) in line with regulations, assisting the Treasurer
- **State Conference attendance**, tickets, payments with the President and Treasurer
- Have a **volunteer register** ready and ensure it is updated regularly
- Each branch involved with events should have 50% of members having passed **Food Handling** course offered by Department of Health (no cost). Each group should have 2 members with Food Safety Supervisor certification. (branch must keep a register).



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## Branch Secretary Duties

### Once a year: Branch AGM

- Advise all members of **Notice of meetings** (usually by Syllabus/Annual Calendar of events and at a branch meeting prior to the AGM) including specific notice for AGM and invitation to Group President (date/time of AGM must be determined in consultation with Group President)
- Ensure you send the minutes of the previous AGM to your members at least one month before the meeting
- Ensure proxy forms are received 24 hours before the meeting

### State AGM and Conference

- Advise your members of the date and location of the State AGM and Conference, and encourage attendance
- Organise tickets and payments in conjunction with the President and Treasurer
- Ensure you have delegates for your branch at the Conference.



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# Branch Secretary Duties

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## Branch AGM - Proxy

Ensure proxy forms are received 24 hours before the AGM

Once you receive all proxies 24 hours before the meeting, draw a list of names listing names of members so you can

- write proxy beside the appropriate names
- and the name of the person holding each proxy (a couple of columns needed).

You will need a hard copy of the proxy documents to be with the list as evidence.

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## State AGM and Conference

- Advise your members of the date and location of the State AGM and Conference, and encourage attendance
- Organise tickets and payments in conjunction with the President and Treasurer
- Ensure you have delegates for your branch at the Conference
- Ensure you send proxy forms as instructed in the posting.



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# More about minutes.....

It is the current requirement of the Association for the branch to maintain a hardcopy minute book.

- This can be filled by printed pages being stuck into the book
- The Minute book must have numbered pages, with any gaps appropriately authorised
- All minutes within the book must have been signed off by the Branch President

**Minutes are legal documents and a requirement of the Association. Pages must be consecutively numbered.**

All Minute books are the property of The Country Women's Association of Victoria Inc.

Once the Branch minute book is completed, please forwarded to:

→ The CWA State Archives following the next Annual General Meeting, after the last set of minutes in the book has been held.



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## More about Minutes

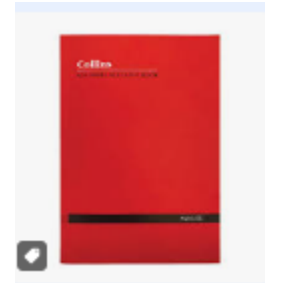
So what are the important information that needs to be included in the minutes?

- Name of Branch, Date, Time, Location of Meeting, Type of Meeting (e.g., General/Annual)
- Apologies and Attendees (List people's first names and family name not people's initials or just first name)
- Agreed commitments, actions, and approvals – they must be noted CLEARLY in the minutes
- Motions moved and seconded, with wording of motion and full name of mover and seconder; Decision of vote (i.e., Carried or Lost)
- All financial balances and transactions – this information is provided by the Branch Treasurer to be included in the Branch minutes for each meeting
- If there are any resolutions, ensure members give their preferred position for voting by delegates at the State Conference.



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## Postings:

3 times a year, the Secretary receives memorandum from the CWA Administrator in in the form of 'postings'. The postings include:

### January posting includes:

- Creative Arts State Exhibition Schedule and Entry forms
- State Photography Competition Info and Entry forms

### April includes:

- General notices
- State Conference information, Agenda and general resolutions
- State Conference forms for delegates, dinners, meals, workshops and other event requirements
- Voting paper for election of recipient of Thanksgiving Fund and summaries of Nominations

### August includes:

- General notices
- Membership and Branch Fees for Membership year (1 Oct – 30 Sep)
- Branch invoice with instructions for payment and return by 30 Sep
- Branch membership payment summary and membership register with instructions for payment and return by 31 Oct
- Office bearer form for return after AGM by 30 Nov
- Financial instructions and forms for Branch annual financial returns for return by 30 Nov.

**Please make sure you forward to ALL Branch members**



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## The Secretary's Report: Annually

Prepare the Secretary's Report for the branch

Read the report at the Branch AGM

Submit a copy of the Secretary's Annual Report to the Group President by no later than the date of the Branch AGM.

The report is usually 2-3 pages and should answer the following criteria:

- **what the branch has done for the year;**
- **how it met the Association objectives;**
- **how it supported the Group and State;**
- **what community involvement was undertaken;**
- **how money was allocated (or attach a copy of the financial report);**
- **how many volunteer hours were generated by the branch.**





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## A Few More Things:

If your branch is applying for grants, make sure you send your application to the Administrators Office for review at least 2 weeks before the submission date.

[cwaadmin@cwaofvic.org.au](mailto:cwaadmin@cwaofvic.org.au)

If you want to use the *logo, the ABN and the Insurance Certificate* please ask for permission from Head Office

If you wish to insert an article, photos or events, please send to

[cwamagazine@cwaofvic.org.au](mailto:cwamagazine@cwaofvic.org.au)

Remember to recognise members' special occasions e.g. birthdays, get well, sympathy cards, and service certificates and badges for years of service, e.g. 10 years, 20 years.....



# Activity

Go through the Minutes and try to find 3 issues per table. Then report back

15 minutes



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# Activity

## Understanding yourself and your skills

10 minutes

Try to locate the skills or attributes from the sheet given to you which describe you and write them down in your book

Share with others if you want

Compare notes to see how the skills are spread between people at your table



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