

# THE ROLE OF THE GENERAL SECRETARY



**Honoraria** \$2,028.08 per month

## **Purpose**

You are the Guild's governance and compliance lead. You make sure meetings happen properly, records are accurate, finances are transparently reported, and decisions are implemented. You turn the Constitution, Standing Orders and Policies into day-to-day practice, and you're accountable to the Senate and, ultimately, to students.

## **What the key duties involve day to day**

### Keep the Guild's meetings lawful, orderly and useful

- Schedule and run the mechanics for General Meetings, Senate and Secretariat meetings in line with Standing Orders (notices, papers, venues/online links, accessibility).
- Check quorum, manage apologies and proxies (where permitted), and ensure clear agendas aligned to priorities.
- Ensure accurate, complete minutes for all General Meetings and Guild Bodies.

### Be the internal expert on the rules

- Advise Senators and Departments on the Constitution, Statute, Rules, Policies and meeting procedures with support from the Operational Executive.
- Help draft and refine motions, policies and position statements so they're compliant and implementable.

### Finance oversight and transparent reporting

- Liaise with Operational Executive staff and the Senate on the Guild's finances; monitor Department budgets and administration.
- Ensure other Guild Bodies get the finance updates they need to manage their work.

### Budget, audit and annual reporting

- Liaise with the Operational Executive to coordinate the annual budget preparation for Senate consideration (timeline, templates, consolidation, versions).
- Liaise with the Operational Executive to ensure the Guild's financial statements are prepared, audited and presented in accordance with the Constitution, Statute and Rules.
- With the support of the Financial Controller, at the required General Meeting(s), present: the Guild's annual activity report, balance sheet, auditor's report, financial statements for the previous year, and the current year's budgets.
- Present your own annual activity report at the President's Summit for incoming Senators.

### Support Departments to deliver

- Track Department plans, budgets and compliance (finance, WHS, risk, equity) and flag issues early.
- Work with Vice Presidents (as Department Chairpersons) and Departmental Officers to remove administrative blockers and keep records straight (e.g., approvals, grant acquittals).

### Secretariat coordination and follow-through

- Turn Senate resolutions into clear actions and owners.
- Undertake Executive Officer duties set out in the Standing Orders (e.g., managing agendas, papers, action logs).

### Communications and record-keeping

- Circulate resolutions, policies and meeting outcomes promptly; keep an organised repository of agendas, minutes and papers.
- Protect confidentiality where required and ensure information is stored in line with policy.

### **What a typical week can look like (varies by period)**

- Prepare and issue meeting notices and packs; check quorum/proxies; minute one or more meetings (Senate/Secretariat/Department).
- Draft or review policies, motions and guidance; provide quick governance advice to Senators and Departments.
- Meet with the Operations Manager/finance staff to review budgets, variances and risks; compile reports for Secretariat/Senate.

### **Time commitment and expectations**

- Peak periods: budgeting, audit, AGM/General Meeting season, start-of-semester, and major campaigns.
- Expect a steady part-time workload with some evening meetings; strong time-management is essential around assessments.

### **What success looks like**

- Meetings start on time, meet quorum, follow Standing Orders and produce clear, timely minutes and actions.
- Budgets and audited financial statements are delivered on schedule with transparent reporting to students.
- Departments stay on track with spend and compliance; risks are identified early and managed.
- Senate decisions are implemented, recorded and communicated.
- Senators feel supported and confident in governance processes.

### **Support and training you'll receive**

- Professional operational team (finance, events, marketing & communications, HR, compliance, facilities) to handle day-to-day delivery under delegated authority.
- Governance, WHS and finance training; handover and ongoing guidance from the Operations Manager and Secretariat.
- Established templates and tools for agendas, minutes, risk assessments and event approvals.

### **Boundaries and good practice**

- Work within the Constitution, Standing Orders and Policies; respect financial delegations and approval thresholds.
- Maintain impartiality as the governance lead; declare and manage conflicts of interest.
- Safeguard confidential information and student data; keep accurate, accessible records.
- Coordinate messaging with the Secretariat and Operations Manager to manage legal and reputational risk.