

# FREEZONE VOLLEYBALL CLUB Inc.

Membership, Training, Games and News [www.freezonevolleyball.org](http://www.freezonevolleyball.org)

Facebook: <http://www.facebook.com/home.php#/group.php?gid=33543696264>

Email: [contact.freezone@yahoo.com.au](mailto:contact.freezone@yahoo.com.au) Information: Wally ☎ +612 9660 2545



73 JOHNSTON STREET ANNANDALE NSW 2038

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## Participation – Fitness - Friendship– Fundamentals – Inclusion

Date: Monday May 1<sup>st</sup> 2006  
Policy: **Policy Guidelines for Freezone Committee Secretary**  
Code: SECv1  
Author: Wally Salinger

### Background

Freezone Volleyball Club Inc. is to be managed by Committee. One of the Executive Members of that Committee shall be that of Secretary. Duties are defined within the Club's Constitution.

### Responsibility

The Secretary shall keep records of business, including:

1. Rules
2. Minutes of Meetings
3. File of correspondence
4. Register of Members

### Definitions

Electronic transmission includes the use of Email, Fax, Text and Web-based correspondence. Electronic approval is an affirmative response sent using a "Reply to All" Email feature, to include as a minimum those persons in attendance at any meeting or function. CDROM is a disk or other storage device used to store data digitally for recovery at a later stage.

Upload confirmed minutes to the Freezone Website within 7 days of their acceptance.

### Policy

To minimise the workload of the secretarial position, where possible all records are to be maintained electronically. On an annual basis, all data possible is to be stored on a CDROM, labelled and filed.

1. Agendas, minutes and correspondence are to be transmitted electronically wherever possible.
2. Minutes are to be electronically approved by a quorum of the Committee prior to the next meeting wherever possible, to minimise inaccuracy in recalling meeting details.
3. Written correspondence is to be forwarded electronically to all Committee Members via Email.
4. Agendas are to be produced on the attached template, so that ACTION statements may be included for simplicity of preparing minutes. Where necessary, additional rows or columns may be added.
5. Assistance for secretarial duties may be sought from the Public Officer or other Committee Members should the Secretary be unable to complete tasks in a prompt efficient manner.

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**Date:** Monday May 1<sup>st</sup> 2006  
**Time:** 19.00 – 21.30  
**Venue:** 2<sup>nd</sup> Floor Lounge (notify desk and they will direct you upstairs)  
Taxi Club { Grosvenor Club Ltd (lovingly known as the Taxi Club) }  
40-42 Flinders Street, Darlinghurst 2010 ☎: 9331 4256 Fax: 9331 7252  
**Note:** Drinks available at Bar Prices. Please let us support this venue by making use of this service, as the venue is generously being donated by management.

## Meeting Agenda

(Special Note)

**Item Attendance**  
1

**Apologies**  
**Absent**

**Action**

**Item 2 (Insert Item)**

**Initials** 1. (Numbered details of Item)  
**of**  
**person**  
**raising**  
**matter**

**Action**

**M:** 2<sup>nd</sup> : **Y /**  
**N**  
**(Space for notes /**  
**action required.)**

**(Copy / paste table from Item 2)**