

Guide for Regional Secretaries

The Regional Associations which together comprise Croquet Victoria are all independent associations and Croquet Victoria cannot dictate their actions. However, this document, which was compiled by a regional secretary, in conjunction with other regional secretaries, is recommended as a guide for regions and regional secretaries.

This document outlines what a regional secretary's duties and responsibilities are, and is intended to be a guide. Your region may do things slightly differently, according to your constitution and/or local practice.

Consumer Affairs

The secretary is what used to be called the Public Officer and is the person responsible for lodging documents and registering changes to the Region's details (eg address, secretary) with Consumer Affairs. Note that if there is a new secretary or the secretary resigns the details of the new secretary need to be notified within a fortnight.

- Lodge an annual statement (as presented to the Regional AGM) with Consumer Affairs within a month after the annual general meeting. The form will be posted to the secretary, or is available from this page <http://www.consumer.vic.gov.au/clubs-and-not-for-profits>. Other things the secretary is responsible for are also listed on the page

Your Region

- Meetings
 - Notify delegates of a meeting x weeks in advance (as required by your constitution), and call for items for the agenda and for any reports which need to be distributed prior to the meeting. Suggestion: include a deadline
 - Prior to the meeting, distribute agenda, draft minutes, list of correspondence, reports
 - Have available the constitution, correspondence, minutes of previous meetings
 - All correspondence from the VCA should be available (*this doesn't include tournament notices simply forwarded via the VCA*)
 - Get previous meeting minutes signed off by the president/chair
 - Take the minutes of the current meeting
 - As soon as practicable after the meeting, circulate the draft minutes from that meeting and an updated list of action items from the meeting and any outstanding action items from previous meetings
- AGM (requirements in addition to those for a normal meeting)
 - Ensure there will be a quorum
 - Notify delegates/members of meeting x days in advance, (as required by your constitution) and call for items for the agenda
 - Call for and receive nominations for positions x days in advance of the meeting (as required by your constitution)
 - At the AGM, along with the accounts present the signed section of the annual statement saying that the "Annual statements give true and fair view of financial performance and position of incorporated association" - this form is towards the end of the Annual Statement document
- Correspondence
 - Reply promptly to correspondence
 - Keep an orderly list (by thread or date)
 - Forward correspondence to delegates/members as appropriate.

- Tournament and social calendar
 - Annually, decide on dates for regional events
 - Annually, respond to the VCA tournaments and fixtures committee's request for preferred regional event dates
 - Ensure someone has been appointed manager of regional tournaments
 - Once dates have been OK'd, either the tournament manager or the secretary should create a tournament notice. Tournament details can be added and pdf notices can be uploaded via the VCA pages for Association/Golf <http://www.croquetvic.asn.au/associationtournaments.php>; <http://www.croquetvic.asn.au/golftournaments.php>
 - Annually, ask clubs to advise dates of their tournaments and social events, and optionally issue a combined regional list

- Webpage
 - Maintain or delegate maintenance of the regional webpage. Help is available from the VCA webmaster, webmaster@croquetvic.asn.au

- Housekeeping
 - Maintain a list of delegates' contact details, and circulate at least annually to delegates [or, where the Region is an association of individual members, develop and maintain arrangements with club secretaries for periodically updating the list of individual members)
 - Annually, propose dates for regional meetings so delegates/members can plan for the year
 - As required, arrange regional coaching/referee training/laws and rules refreshers
 - If required, produce a booklet of regional names and contact details, club events and regional events o Use a calendar, or construct a timeline, so all events and dates by which things have to be done are in one place (see sample below)

VCA

- The VCA is an association of Regions so it is important that any policy or management issues which concern members and clubs in the Region are discussed at Regional level and communicated to the VCA. Regional directors are expected under the VCA bylaws to be able to brief the VCA Council on the views of clubs and individuals in their region
- If necessary, brief your regional director on your region's views on VCA council agenda items. This may arise specially if the usual regional director can't attend and the alternate regional director is to attend instead. *Note though that regional directors are NOT the representatives of regional associations at council but are members of a board - their responsibility is to govern the VCA for the benefit of the association and its members as a whole, not for the benefit of any one regional association. Regional directors DO NOT represent regions and regions cannot tell them how to vote. Regional delegates to general meetings, eg AGMs, on the other hand, DO represent the regions and can be instructed how to vote on any particular item of business*
- Items are placed on the VCA council agenda by regional directors (not regional secretaries), and must be notified to VCA secretary in writing in time to be included on the agenda, preferably with a background paper. The VCA secretary sends out an email advising the date of the next meeting and the closing date for agenda items.
- .Advise VCA secretary of changes of personnel (president, secretary, treasurer, delegate). Change of address is notified via the region's webpage

- The VCA AGM is held in June. For regions to have a voice, the regional secretary needs to note various crucial dates, which will be listed in an email sent out by the VCA secretary. Particularly note
 - Notification of Regional Directors to Secretary – 21 days prior to AGM and
 - Notification of Regional Delegates to AGM to Secretary 48 hours before meeting. If they're not registered, they may not be able to vote. A form of words you could use is "Jane Doe will represent the X region at the VCA AGM to be held on DD/MM/YYYY". It's the regional secretary's job to do this, not the regional director's
- Formal correspondence with the VCA should be sent by email as a PDF attachment so that it is registered as incoming mail and reported to the VCA Council and Committee of Management

When you're ready to resign as Regional secretary, line someone up to take over the job in advance, so you can mentor them as they settle in. Or, appoint them as assistant secretary prior to you leaving the post.