

VBA Appointment of Company Secretary Regulations

1. The VBA Council is responsible for appointing a financial member to act as Company Secretary
2. This appointment shall be made at the first meeting following the Annual General Meeting, and shall be the first order of business of that meeting.
3. The person being nominated as secretary must provide written consent that they are willing to act in this capacity prior to the meeting. This consent will be kept with the ASIC files.
4. Until such time as the appointment is made and ratified by council, the position of secretary will continue to be filled by the existing incumbent.
5. If the current secretary refuses to continue for any reason, or is unavailable, the new secretary can perform secretarial duties provided that he/she has given written consent to act in that capacity, and that the appointment of the new secretary is ratified at the next council meeting.
6. The basic responsibilities of the secretary are outlined below:
 - Agenda and Minutes of all Council meetings
 - Agenda and Minutes of the Annual General Meeting
 - Company correspondence:
 - Correspondence with ASIC
 - Correspondence with the ABF
 - Correspondence with the VBA Foundation Trustees
 - Correspondence with Affiliated Clubs
 - Documentation of VBA Policies and Regulations

Approved by VBA Council September 2018