



**WOMEN'S INTERNATIONAL CLUB
INCORPORATED CANBERRA
ANNUAL GENERAL MEETING 25 October 2023**

Secretary's Report

WIC is an "Incorporated Association" and its activities are governed by the Associations Incorporation Act 1991 (ACT). The Constitution of the Club is based on the Model Rules set out in section 31 (b) of the Act and in the Schedule 1 to the Associations Incorporation Regulations 1991.

The Secretary of the Club and the Public Officer are described in sections 57 and 59 of the Act, and the duties are set out in the legislation.

As Secretary, I certify that these duties have been carried out, the main ones being: Maintaining minutes of the election and appointment of all office bearers and other Committee members; and maintaining the names of all those present at Committee meetings and the Annual General Meeting. Copies of all these records are available for inspection by any member interested in seeing them.

As Public Officer, I have carried out my duties fulfilling the requirements of the ACT Associations Act of 1991. I have notified the Register of Incorporated Associations of all changes in the membership of the WIC Committee, and lodged our Annual Reports, as required with the ACT Government.

**Catherine Doherty – WIC Secretary & Public Officer
26/10/2022 to 25/10/2023**