



Role Description- Secretary

ROLE INFORMATION	
Purpose	The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.
Responsibilities	<p>Primary responsibilities for the role of Secretary include:</p> <ul style="list-style-type: none"> • In conjunction with the President, convene all committee meetings and general meetings. • Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings. • Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled. • Manage all general club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders. • Manage and maintain the club membership database. • Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club Rules, by laws, policies and procedures, terms of reference etc. • Assist the President and committee in its strategic planning and decision-making. • With support from committee members, complete Annual Report. • In the absence of an appointed public officer, act as a public officer for the club, liaising with members of the public, affiliated bodies and government agencies.
People Management	Nil
Budget Management	Nil
<ul style="list-style-type: none"> • This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. • The ordinary working hours for the club can include duty on weekends and evenings. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. 	

EXPERIENCE AND CAPABILITIES

Qualifications and Experience	<ul style="list-style-type: none">• Previous experience in a not-for-profit, volunteer-based organisation is preferable.• Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none">• Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures.• Ability to effectively and efficiently implement the organisations administration and management requirements.• Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.• Good organisational, record keeping and people skills.• Competency in Microsoft product suites.• Good communication skills including written and oral.• Possess basic financial management skills.• Dedicated club person with strong work ethic.• Strong interpersonal skills.