

# Position Description – Secretary

The role of the Secretary is to provide administrative support to the club, by maintaining committee and club records, recording minutes and setting agendas, and handling correspondence.

## **Desirable Attributes:**

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

## **Specific duties include but are not limited to:**

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of Club's records
- Manage Minutes of Committee meetings and ensuring minutes are distributed to members shortly after each meeting.
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting.
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of Committee and Club meetings.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.