



Job title: Secretary

Hours: Varied. 2-3 hours week

Location: Mostly home, some clubhouse / fields

Works closely with: President / treasurer.

Purpose of the position

The club secretary is primarily responsible for all administration duties and provides the coordinating link between members, the committee and various stakeholders.

Key responsibilities & duties

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Distribute information from governing bodies and committee to players.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Act as the Public Officer of the club if required.
- Complete annual statements as required by the Incorporations Act.
- Notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Administration	95%	<p>Word or Excel capability (to take minutes, maintain records etc)</p> <p>Organisational skills and responsiveness</p> <p>Friendly nature, happy to talk to multiple stakeholders from all areas of the club and governing bodies.</p> <p>Approachable</p>	<p>Must have</p> <p>Must have</p> <p>Must have</p> <p>Must have</p>
Misc	5%	<p>Enthusiasm and flexibility to take on ad-hoc jobs and support the whole team in various ways so they can best do their job.</p>	<p>Must have</p>