

Secretary – Position Description

Secretary

Responsible To

The Secretary is the chief administration officer of the (Club). This person provides the coordinating link between members, the management committee and outside agencies.

The secretary is directly responsible to the President and the members of (Club)

Tasks

The Secretary should:

- Prepare the agenda for committee meetings in consultation with the President.
- Make arrangements including venue, date, times for committee meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from committee members.
- Call for and receive nominations for committees and other positions for the annual general meeting.
- Take the minutes of meetings.
- Distribute minutes to the committee and (Club) members.
- Read, reply and file correspondence promptly.
- Maintain files of legal documents such as the constitution.
- Communicate information between the (Club) committee and club members, such as event deadlines
- Assist the Executive Committee in the development of one-year operational plans.
- Assist the Executive Committee in the development of a yearly event calendar.
- Assist the Executive Committee in the creation, renewal and approval of new (Club) policies for good governance where needed.

Benefits

Being the Secretary of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Secretary;
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

Knowledge and Skills Required

Ideally a Secretary is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

Appointment terms and Time Commitment Required

- The Secretary is appointed for a term of 12 months.
- The estimated time commitment required as the Secretary of (Club) is “X” hours per week.
- Attendance at monthly Committee Meetings (approx “X” hours in length).