# Position Description

## Secretary

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt and modify to their needs.

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| **Job 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. |
| **Job Responsibilities** | Primary responsibilities for the role of Secretary include:   * 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** | Yes – required to support the President in the management of committee members and portfolio duties. |
| **Budget Management** | Nil |
| Note: (Remove any points that are not relevant to the role).   * 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 position 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. | |
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| **JOB HOLDER CAPABILITIES** | |
| **Qualifications and Experience** | * 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** | * 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. |