POSITION DESCRIPTION: SECRETARY

**Purpose:**

* Primary Club Communication point to Members and Association
* Management of club records
* The Secretary is elected by club members at the Annual General Meeting (AGM) and is appointed for one calendar year from the date of the AGM to the next AGM.

**Administrative Roles:**

* Voting Committee Member
* Maintain records of the Committee and ensure effective management of club's records
* Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring meeting outcomes are published on the club’s website shortly after each meeting and no later than seven days.
* Development of the agenda in consultation with other Committee members and distribution prior to the meeting
* Is sufficiently familiar with all current club documents to note applicability during meetings
* Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
* Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
* 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.
* Provide an up-to-date copy of the Constitution and bylaws at all meetings
* Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws
* Manage the general correspondence of the Committee except for such correspondence assigned to others
* Help and lead the Committee in providing systematic communication from the Committee to club members and other relevant stakeholders
* The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
* Take new members through an induction and ensure that they have the information they need to settle in smoothly
* Provide new members with a Welcome Kit and take them through its contents

**Personal Attributes**

* Be organised and a good communicator
* Have computer skills
* be able to keep confidential matters confidential be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* enjoy the club themselves and be enthusiastic about the club and its activities
* be very accepting of all people and keen to develop a diverse member base
* attend social functions, club activities to undertake the “meet and greet” role
* be a good listener and attuned to the interests of members and other interest groups
* have a good working knowledge of the Committee Constitution, rules and duties of office bearers
* be able to work collaboratively with other Committee Members
* be a good role model and a positive image for the club
* be a competent public speaker

**Key Relationships**

* Club Members
* All Committee Members
* General Public Seeking Membership

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