



Job Title:	Secretary	Job Category:	Elected
Group:	Committee Of Management		
Estimated Hrs./WK:	2 Hour	Term of Office:	2 Years
Job Description			
<p>Over View</p> <p>The Secretary is the chief administration officer of the association. 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.</p> <p>Role and Responsibilities</p> <p>The Secretary should:</p> <ul style="list-style-type: none"> • Prepare the agenda for club meetings in consultation with the Chairperson • Make arrangements including venue, date, times and hospitality for club meetings • Send adequate notice of the meetings • Collect and collate reports from office bearers • Call for and receive nominations for committees and other positions for the club AGM • Take the minutes of meetings • Write up the minutes as soon as possible after the meeting • Read, reply and file correspondence promptly • Collate and arrange for the printing of the annual report • Maintain registers of members' names and addresses, life members and sponsors • Maintain files of legal documents such as constitutions, leases and titles • Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies. • Process transfer applications; enter teams in competitions; obtain sanction for club events; communicate information between governing body and club members, such as event deadlines. • Other tasks and respond to general duties as directed by the club committee. <p>Knowledge and Skills Required</p> <p>The Secretary is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively • Is well organised and can delegate tasks • Can maintain confidentiality on relevant matters • Has a good working knowledge of the constitution. 			
Reviewed By:	President	Date:	22 November 2011
Approved By:	Committee of Management	Date:	
Last Updated By:	Secretary	Date:	22 November 2011