

**SECRETARY**

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| **Last reviewed on:** | **Next review date:** |
| **Reviewed by:** | **Approved by:** |

**Reports to:** President and club members

**Purpose of role**

The Secretary is the chief administration officer of the club. The Secretary is there to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, to ensure the club is run accordingly.

**Qualifications & Desirable Characteristics**

* Hold or willing to apply for a current volunteer “Working with Children Check”
* High organisation skills
* Computer literacy
* Effective communication skills
* Respects and keeps confidential matters confidential when necessary
* Knowledge or relevant experience of committee procedures

**Duties & Responsibilities**

* Adhere to the mission, vision, and values of the club
* Consult with the President in preparing the agenda for club meetings
* Organise club meetings, including venue, date, times and catering
* Send adequate notice of the meetings to attendees
* Collect and collate reports from office bearers
* Call for and receive nominations for committee and other positions for the club AGM
* Take, write up, and promptly distribute minutes for each meeting
* Read, reply and file correspondence promptly
* Maintain effective records and administration for the club
* Uphold legal requirements
* Act as the “public officer” under the Incorporated Associations Act.
* Lodge club reports and notices as required by the relevant Incorporated Associations Act
* Keeping a record of any publications (e.g. newsletters or flyers etc.)
* Enter members in competitions

**Time Commitment:** 3 – 10 hours per week or as required