**Secretary**

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| --- | --- |
| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

The Secretary is the chief administration officer of the [insert club name] club/group. This person provides the coordinating link between members, the management committee and outside agencies.

## **Responsible To:** The secretary is directly responsible to the President of [insert club name] and the members of [insert club name].

## **Responsibilities and Duties**

* Adhere to the mission, vision, and values of the club
* Consult with the President and/or Chairperson in preparing the agenda for club/group 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 committees and other positions for the club/group AGM
* Take, write up, and promptly distribute minutes for each 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/group liaising with members of the public, affiliated bodies and government agencies.
* With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
* Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

Please note: the roles and responsibilities of the Secretary vary greatly from club to club so clear communication is necessary.

## **Knowledge and Skills Required**

* Well organised
* Able to delegate
* Effective communicator
* Confidentiality
* Knowledge of the constitution.

**Time Commitment**

The estimated time commitment required as the Secretary of [insert club name] is [insert approximate hours] hours per week. The Secretary is appointed for a [insert length of term]term.

I have read and agree to the above position description.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_