**Role of Secretary**

The Secretary is generally responsible for the administration duties of the club. This person will provide and receive correspondence for the club and is the link between club members, the management committee and outside agencies.

**Responsible To**

The secretary is directly responsible to the President/Chairperson and the club members.

**Responsibilities and Duties** The Secretary should:

* Receive, collate and respond to all club correspondence in a timely manner
* Act as administration support to the President/Chair and committees as required
* Prepare the agenda for club meetings in consultation with the President/Chairperson
* Collect and collate reports from office bearers and provide in preparation for meetings
* Notify relevant people of all club meetings in a timely manner
* Take the minutes of meeting/s
* Write up the minutes from the meeting/s and distribute in a timely manner
* Call for and receive nominations for committees and other positions for the club
* Maintain a register of club members, life members and sponsors
* Maintain a register of all club equipment and assets
* Maintain legal documentation including leases and titles, incorporation certificate, insurance policies and constitutions
* May act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
* Develop a communication distribution system for the club.

**Knowledge and Skills Required**

Ideally the Secretary is someone who:

* Can communicate effectively
* Well developed written and oral communication skills
* Demonstrated organisational skills, time management skills and ability to work to deadlines
* Computer proficient
* Good interpersonal skills and ability to work within a team environment
* Can maintain confidentiality on relevant matters
* Has good administration skills
* Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Has good knowledge and understanding of FFA National Regulations and FFSA Rules and Regulations.

**Estimated Time Commitment Required**

The estimated time commitment required as the Secretary is hours per week.

The Secretary is appointed for a period.