

**SECRETARY**

**ROLE DESCRIPTION**

**Objectives**

* To ensure that appropriate administrative support is provided to

the President and Club Committee

* To provide a “whole of Club” planning focus to ensure the overall

efficient management of club functions

* To manage business considered by the Club Committee
* To provide support to the Club Committee members to ensure the

efficient operation of the Club.

**Responsibilities**

SECRETARY

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* Establish a planning calendar for the year
* Provide secretarial support to the Committee
* Maintain a complete record of all activities of the Club
* Prepare Agenda for all Committee Meetings and Planning Days
* Attend, document and distribute Minutes and Actions from all
* Committee Meetings and Planning Days
* Receive all correspondence directed to the Club
* During the off-season, check the mailbox at least monthly
* Between March and September, check the mailbox at least weekly
* Prepare and send correspondence in accordance with the

direction of the President and Committee

* Plan and prepare for the Annual General Meeting (AGM) as directed

by the Club President

* Attend, document and distribute Minutes from AGM
* Assist with the running of the AGM
* Assist other Committee members in their duties as required
* Undertake tasks at the request of the President or Club Committee

**Accountability**

* Reports to President
* Reports to the Club Committee
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost