



Duty Statement: Club Secretary

The Secretary is one of four elected officer bearers for TSC. Their main tasks are to organise Committee meetings and the Annual General Meeting, manage key club information (such as WWVP cards) and provide administrative support for club activities. They are also responsible for updating committee details with the relevant authorities and submitting our Annual Returns under *the Associations Incorporation Act 1991* (ACT).

Key Duties

Meetings

- Have a good working knowledge of the Club's Constitution and relevant legislation
- Keep a master list of the current Committee members (and their contact details)
- Schedule meetings, book meeting rooms and send out invites to the relevant members
- Prepare/circulate the meeting agenda at least 3 days prior to each meeting (including any supporting documentation)
- Take minutes of the meeting and circulate these to the Committee within 7 days for approval

Knowledge Management

- Maintain official records and documentation for the Club (including Minutes of any meetings)
- Oversee the Club's documentation of WWVP cards for the volunteers that require them (coaches, assistant coaches and managers)
- Assist with handover/induction when Committee membership changes

Legislative responsibilities

The Secretary also acts as the "Public Officer" of the club and as such will:

- Notify Access Canberra and the ATO of their appointment (or changes in the Committee)
- Submit the Annual Returns on behalf of the Club

Planning/Committee Work

- As part of the TSC Committee, make decisions on behalf of the Club and determine its strategic direction
- Support the Club and its Committee within the Basketball Community
- As a club representative, adhere to BACT and Club policies.
- Provide administrative support for club activities as required.

Desirable Skills/Attributes

The Secretary role does not require any previous experience. However, the following skills are important:

- ✓ Attention to detail, organisation and reliability
- ✓ Good communication and interpersonal skills
- ✓ Willingness to help others
- ✓ Eagerness to learn

While not essential, it would also be useful if you have worked with, and can interpret, legislative and policy requirements.

Time Commitment

The time commitment for the Secretary role will depend on the incumbent but at a minimum it requires:

- 2-3 hours per quarter for the quarterly meetings/AGM
- Up to 3 hours per season to collect WWVP cards (note that this function can be delegated but should have Secretary oversight)
- 30 minutes to submit the Annual Return
- There is also some set up time to sort out the paperwork for the new Committee/s