

Secretary Job Description

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

Reports to the President

The club Secretary is the clubs nominated representative for the purposes of complying with Incorporated Associations Act. The Secretary's role includes;

Legislative Responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notify the relevant Government body of their appointment (ACCC – CAV)
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act

Meetings

- In conjunction with President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Record minutes of meetings and send out within ONE week of meeting.
- Prepare and circulate according to club rules, the notice convening the annual general meeting, and ensuring all members are invited
- Maintain the minute book of the club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.

Communication

- Accept and send all correspondence

Requirements

- Have a good working knowledge of the Constitution, club rules and bylaws, policies and procedures
- Act in the best interest of the club
- Attend all committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for current "Working with Children" Check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

Name: _____ Date: _____

Signature: _____

Name of President: _____

President Signature: _____

