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<b>ROLE</b>	<b>Secretary</b>
<b>Purpose</b>	To support the business and administration of the Executive Committee and Management Committee by ensuring good governance is maintained
<b>Responsible to</b>	Executive Committee
<b>Time Commitment</b>	Approx 3 hours per week
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Prepare the agenda for club meetings in consultation with the president / chairperson.</li><li>• Make arrangements including venue, date, times for club meetings.</li><li>• Send adequate notice of the meetings.</li><li>• Collect and collate reports from office bearers.</li><li>• Call for and receive nominations for committees and other positions for the club AGM.</li><li>• Take the minutes of meetings</li><li>• Distribute the minutes as soon as possible after meetings.</li><li>• Receive notification of formal correspondence from Administrator and log for tabling at committee meetings</li></ul>
<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"><li>• Communicate effectively</li><li>• Well-organised and can delegate tasks</li><li>• Maintain confidentiality on relevant matters</li><li>• Have a good working knowledge of the club constitution</li><li>• Demonstrate a high level of enthusiasm when representing the club to members, other organisations and the general public</li><li>• Candidates must also be the holder of a current Blue Card</li><li>• Must be a financial member of the Club</li></ul>