



*Position Description*

---

## **JUNIOR ACTIVITIES SECRETARY**

The Junior Activities Secretary is the key administrative officer of the Junior Activities Committee and is responsible for the coordinating link between the junior members, the club's Management Committee and outside agencies.

RESPONSIBLE TO: Junior Activities Chair

RESPONSIBILITIES:

- Prepare the agenda for Junior Activities Committee meetings in consultation with the Junior Activities Chair
- Send adequate notice of meetings
- Call for and receive nominations for the Junior Activities Committee and other Junior Activities positions holders
- Take the minutes of junior meetings and distribute to all Junior Activities Committee members and club President
- Issue notices or circulars of matters of interest to the Junior Activities Committee in conjunction with the Club Secretary
- Support all media, promotion, marketing and sponsorship activities
- Co-operate with and assist all Junior Activities Committee members and other office holders with their duties and responsibilities
- Record all inward and outward correspondence and acknowledge where necessary

KNOWLEDGE & SKILLS REQUIRED:

- Communicate effectively and possess good interpersonal skills
- Ability to organise and delegate tasks
- Ability to maintain confidentiality on relevant matters
- Excellent working knowledge of the club's constitution and by-laws
- Maintain a sound knowledge of club rules and regulations regarding the junior activities area
- Good working knowledge of meeting procedures

SPECIAL REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian