

Position Description: Secretary

Secretary

The Secretary acts as the chief administration officer and is generally the first point of call for all information or details about the clubs activities. The Secretary provides a link between all members, committee, and other stakeholders. The Secretary will also ensure that all administrative tasks are handled.

Ideal Candidate is:

- Methodical
- Well organised
- A good communicator
- Able to maintain confidentiality on relevant issues

What they do

- Maintain the filing and non-financial paperwork including insurance, constitution, club development plans etc.
- Responsible for meeting all statutory and regulatory standards.
- Ensures the club's meetings are organised, conducted, and recorded according to all legislative requirements.
- Manages all correspondence, including agenda for meetings.
- Manage and maintain the club membership database.
- Promptly collects all correspondence and reads, replies, and files accordingly.
- Performs minute taking at meetings.
- Writes up all minutes of meetings and distributes to members.

Desirable Skills

- Excellent organisational, record keeping and computer skills.
- Ability to implement the clubs administration and management requirements effectively and efficiently.
- Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures.
- Good communication skills including written and oral.
- Strong interpersonal skills.

Time Required

<insert hours> per week from <insert month> to <insert month>.

