

# SECRETARY

## POSITION DESCRIPTION



## PRIMARY PURPOSE OF POSITION

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The role of the Secretary is to ensure appropriate administrative support is provided to the President and the General Committee. The Secretary will manage business considered by the (club name) Committee in accordance with the State and Association legislation.

### Key Responsibilities

Duties include but are not limited to:

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Maintain files of legal documents such as Constitution, By-Laws, leases, and titles.
- Maintain records of the Committee and ensure effective management of the (club name) records.
- Coordinate meetings for (club name), prepare the agenda and minutes of all committee and general meetings, distribute and file in accordance with the Rules of the Association. Ensure proper notification is given of Committee and Club meetings as specified in the legislation.
- Uphold Constitution, By-Laws, rules, policies, and procedures of the Association. Provide oversight and guidance to the Committee on the matters of the Constitution, and Club documentation applicable during meetings.
- Is responsible for ensuring accurate and sufficient documentation exists to meet legal requirements.
- Ensure all Club records are maintained as required by law and made available when required by authorised persons. These documents may include founding documents, lists of committee members and members, Committee minutes, financial reports, Conflict of Interest Register, Insurance, Public Liability, and other official records. These must be available when required for reports, elections, votes etc
- Be responsible for correspondence and issue notices as required while keeping records of all inward and outward correspondence. Manage general correspondence of the Committee except for correspondence assigned to others.
- Be the email contact for all non-flying enquires pertaining to club.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.
- Disseminate by email, website, notice and/or newsletter, any information within and externally of the association, relevant to all members.
- Seek ratification from the appropriate Committee members or Operational members prior to committing the (club name) to any financial expenditure or action.
- Be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

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### Knowledge, skills, and abilities

- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Excellent organisation skills and computer literate with good writing skills
- Ability to manage people, lead by example and delegate tasks.
- Ability to liaise with external stakeholders and parties.
- Confident in supporting strategic direction, maintaining a focus on the “big picture”.
- Ability to engage, encourage and lift the level of services.
- A good understanding of sporting requirements at local, regional, and higher levels.
- A good understanding of the (club name) Constitution, rules, and the duties of its office holders.
- Can maintain confidentiality on relevant matters.
- Ability to forward plan and lead (club name) to reaching its short- and long-term goals.
- Receptive to change.
- Communication and negotiating skills, approachable and a dedicated Association person.

### Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) President.

### NOTE:

In some states the role of Public Officer has been replaced by Secretary or the duties of Public Officer are absorbed within the Secretary role. These duties or role should be outlined in this position description as applicable.