

Job Description SECRETARY

Objectives

Maintain accurate records of all club activities in line with the Club Constitution (Clause 20 and 21)

Duties Profile

Co-ordinate the correspondence of the Club.

- Empty the Post Office box on a regular basis (PO Box 2158 HIGH WYCOMBE WA 6057)
- Monitor the general email account on a regular basis (minimum weekly).
- Forward copies of correspondence to relevant delegates/committee members in a timely manner.
- Generate a list of correspondence inwards and outwards to be presented at monthly committee meetings.
- Ensure public notices are distributed as required by the Constitution for the Annual General Meeting and any Extra-Ordinary meetings.
- Ensure correspondence which requires committee review/discussion/action is included in the relevant sections of meeting agendas.

Minutes and Agendas

- Provide an agenda for each club meeting (in consultation with the President). This should include:
 - Business arising from previous meeting.
 - Business arising from correspondence.
 - Particular items of business arising for each month
- Keep full and correct minutes of all the Committee and Executive meetings.
Note: By keeping items in the agenda/minutes, even if action is not required for that particular meeting, ensures things do not get forgotten in subsequent meetings. A comment "as per last meeting [*details in italics*]" helps facilitate this.
- Update the club planner as needed following each committee meeting.
- Distribute minutes in a timely manner to all relevant parties.
- Ensure the minutes are verified and signed as a true record by the chairperson from said meeting.
- Ensure motions are noted appropriately in the minutes as needed

Ensure club databases are maintained as required by relevant legislation.

Ensure club the general membership database is update in a timely manner by the Registrars immediately following completion of the registration/membership process.

Maintain a record of the names, residential/postal/email addresses of the club committee.

Make the register of members available for inspection to any member upon request (note: the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose)

Maintain an up to date record of all Club Rules (Constitution) and Bylaws on the communal cloud drive.

Act as one of the club witness/officials for authorising documentation (financial payments) when required.

Act as Public Officer of the Club (Incorporated Associations).

Liaise with the President and Treasurer to complete and compile comprehensive Annual Reports as required by the Incorporations Act.

Provide administrative support as required to the Committee.



Teeball – Baseball – Softball

**Where the Whole
Family can Play**

Desirable Skills

Possesses a good working knowledge of the Club's Constitution, rules and the duties of its office holders and subcommittees, State and Regional Sporting Associations and any other body that has governance (including but not limited to the local government authority). Give advice to the President and Committee as required.

Good organisational skills.

Important Dates to Remember

- May/June • Submit Annual Report to Associations Online ± amended (+ relevant form/fee)
- Aug/Sept • Obtain list of membership applications from Registrars and distribute to existing membership.
- Sept/Oct • Ensure a printed copy of current membership list is provided to the Bar Manager.
- Jan • Call for nominations – annual awards (to be voted at February meeting)
- Feb • Voting for annual awards nominations
- March/April • Send out notification to all membership >21 days prior to date regarding Annual General Meeting. Include: Call for nominations for Life membership and submissions of proposed changes to the Constitution
- May • Annual General Meeting – compile Annual Report

Working Relationships:

President

Registrars (Teeball / Baseball / Softball)

Treasurer

Stakeholders (local Shire, affiliated organisations)

Related documents:

Minutes Template

Agenda Templates

Meeting Attendance Register

Club Planner/Diary

Email templates ("canned response")

Document templates - AGM notification