

Job Title: Secretary	Club Name: WAMASC
Reports to: Chairman	Revision Date: 21/01/2016

Position Overview

The secretary is the key administration officer of the club. This person provides the link between members, the club executive committee and outside agencies (such as other clubs and organisations).

The position of secretary is critical to the successful management of any club or organisation.

The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in co-ordinating club events such as meeting schedules, working bees and fundraising activities.

The secretary's role is a challenging one. Often not seen as high profile, in actual fact the secretary is a key pivot point for all the club's activities. This person is a valuable member of the club and contributes continuously to its success. Every effort should be made to support and value this person, whose duties may sometimes be repetitive and time consuming.

Responsibilities and Duties

These will vary from organisation to organisation. As a guide we have divided the role into core responsibilities and additional responsibilities.

Core Responsibilities

- 15.1** coordinate the correspondence of the State Centre.
- 15.2** keep full and correct minutes of the proceedings of all meetings of the State Centre.
- 15.3** comply on behalf of the State Centre with -
 - 15.3.1** the Act in respect of the register of Members of the State Centre.
 - 15.3.2** the Act in respect of the Rules of the State Centre and
 - 15.3.3** the Act in respect of the record of office holders, and any trustees, of the State Centre.
- 15.4** have custody of all books, documents, records of the State Centre, other than those required to be kept and maintained by, or in the custody of, the Treasurer; and
- 15.5** shall at all times keep a separate and distinct list of domestic Rules and/or By-Laws that may from time to time come into being
- 15.6** perform such other duties as may be required from time to time.
 - Oversee all regulatory responsibilities
 - Notify all legislative bodies of club changes (i.e. change of club rules or committee members)
 - Submit club financial statements as required
 - Liaison with local, state and national sporting associations
 - Maintain different registers required by the club (Volunteer qualification register

- Mail/correspondence – inward/outward
- Ensure correct meeting procedures are used including circulation of agendas and meeting minutes
- Communication and public relations – inward/outward
- Record maintenance and filing systems
- Administration supplies/equipment/keys
- Management of Clubs Website
- Management of Facebook

Knowledge and skills required

Administration Skills

- Well organised
- Task and time efficient
- Good communicator
- Competent word processing skills
- Telephone skills
- Understanding of office systems and procedures
- Dedication and loyalty
- Goal oriented and self-motivated
- Decision making and delegation
- Management and supervision of other staff/volunteers
- Competent Computer database skills (website/facebook)

Personal Qualities

- Lots of energy and enthusiasm
- An interest in people
- Initiative
- Tact and discretion
- Commitment
- Good listening skills
- Good understanding and knowledge of the organisation and its activities
- Reliable and trustworthy
- Problem solver and positive thinker