

Position Description:

Secretary



| Job Overview | |
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| Job Title: | Secretary |
| Club: | INSERT CLUB NAME HERE |
| Responsible to: | The Secretary is responsible to the members of the club. |
| Position Description: | The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies. In Victoria, the Secretary is also the clubs nominated Consumer Affairs liaison (Public Officer) . |
| Responsibilities and Duties: | |
| | <ul style="list-style-type: none"> • Prepare the agenda for club meetings in consultation with the President • Make arrangements including venue, date, times for club meetings • Collect and collate reports from office bearers • Take the minutes of meetings or delegate this task • Read, reply and file correspondence promptly • Collate and arrange for the printing of the annual report • Maintain registers of members' names and addresses, life members and sponsors • Maintain files of legal documents such as constitutions, leases and titles • Act as the public officer liaising with members of the public, affiliated bodies and government agencies. • Process member applications; • obtain permits for events; • respond to general duties as directed by the club/group committee. |
| Knowledge and Skills Required: | |
| | <ul style="list-style-type: none"> • Can communicate effectively • Is well informed of all organisation activities • Is organised • Has computer skills • Understands member privacy |
| Working Conditions | |
| Period of appointment: | 1 year |
| Time commitment | 1-2 hours per week |

I have read and understood the conditions of this position, including the Codes of Conduct guidelines and accept the position as described.

Signed: _____

Date: ____/____/____

Approved: _____

Date: ____/____/____

Approved: _____

Date: ____/____/____