



CLUB SECRETARY

The role of the Secretary is to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is compliant. Responsible for collecting all the key club information created and used during the year and previous years.

Roles & Responsibilities

- Take minutes/notes of each committee and general meeting and circulate them as required.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Handle all general club correspondence, responding to any correspondence as required
- Be the club's main point of contact for general correspondence
- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws
- Co-ordinate training for the committee as required.
- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

Knowledge and Skills Required

- Dedicated unbiased and impartial club person that is receptive to change
- Communicate effectively
- Supportive of all members
- Aware of the future direction of the club
- Well organised
- Eye for detail
- Able to work well with people
- Prepared to make a regular time commitment
- Friendly & outgoing
- Good with IT / computers / email
- Able to deal diplomatically with Member suggestions and complaints