

Dubbo Basketball Association Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- ☐ Notifying the relevant government body of their appointment
- ☐ Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- ☐ Strong understanding of the legal and compliance obligations of running the club



Dubbo Basketball Association

Website:

http://websites.sportstg.com/assoc_page.cgi?client=1-9053-0-0-0

Meetings, communication and key relationships

- ☐ In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- ☐ Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- ☐ Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- ☐ 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.
- ☐ Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Communication

- ☐ Handle all general club correspondence, responding to any correspondence as required
- ☐ Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- ☐ Be the club's point of contact for key stakeholders including, local council, local association and peak sports bodies.



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Knowledge Management

- ☐ 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, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- ☐ Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- ☐ Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- ☐ Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
 - Attend all Committee members
 - Undertake the role in good faith and honesty
- ☐ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.



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End of Year Requirements

Transition

In the event of a change of Secretary, the outgoing president must provide access to all relevant information requested by the incoming board and assist in the transition process.

Essential Skills and Requirements

- ☐ Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- ☐ Can communicate effectively
- ☐ Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- ☐ Can oversee organisational activities
- ☐ Is aware of the future directions and plans of members
- ☐ Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- ☐ A good understanding of league requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.
- ☐ Receptive to change.
- ☐ Dedicated club person.



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