



---

## Secretary

### **Objectives**

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### **Responsibilities**

- Attend all meetings of the Club and the Committee and record the minutes of all General, Annual and Special General Meetings of the Club and all Committee and emergency meetings;
- Distribute the minutes to all stakeholders within 72 hours of a meeting ensuring action items clearly indicate who is responsible and when.
- Retain, check and verify that all correspondence received in, out or on behalf of the club are in accordance with the permission and wishes of the committee and a copy of those correspondence is seen by the club or committee.
- Maintain a register of all members and office bearers including electronic registrations.
- Notify the Senior and Junior Leagues of the appointment of the Club's delegates to any meeting of the Leagues.
- Forward an audited statement of receipts and expenditure of the Club for each season when required by the Junior and Senior Leagues
- Establish and maintain a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Monitor and apply for grant funding as appropriate to meet the needs of the club

### **Relationships**

- Reports to the Club Committee.
  - Liaises with the Executive.
  - Liaises with sub committee's.
-

***Accountability***

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.