



PO Box 1476, Caboolture, QLD, 4510
Morayfield Community Hall, 298B Morayfield Rd, Caboolture QLD 4510
ABN: 83 407 274 645

Secretary

The Secretary is the key corporate record manager of Moreton Bay Basketball Inc. The Secretary is responsible for overseeing the corporate records of the organization are properly record and filed. The position reports directly to the Board of Directors.

1. Board Governance:

Works with board to fulfill the organization mission.

Responsible for assisting the President to lead Moreton Bay Basketball Inc in a manner that supports and guides the organisation's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all corporate information necessary for the Board to function properly and to make informed decisions.

2. Maintenance of Corporate Records

The Secretary is responsible for maintaining accurate documentation and meeting legal requirements, such as annual filing deadlines.

The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible for inspection by directors and/or members.

The Secretary shall ensure that the Constitution and bylaws, as amended to date, should be available to members of the Association.

3. Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of Moreton Bay Basketball 's programs that carry out the organization's mission.

Shall assist with the strategic and financial planning to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Assist with policy making and develop of Bylaws to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Responsible for the enhancement of Moreton Bay Basketball's image by being active and visible in the association, community and by working closely with other professional, civic and private organizations.

4. Organisation Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible for the hiring and retention of competent, qualified staff.

Responsible effective administration of Moreton Bay Basketball operations.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

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5. Actual Job Responsibilities

Report to and work closely with the Board of Directors to seek their involvement in policy and financial decisions in matters affecting the future of the organization.

Responsibility for all incoming and outgoing correspondence of the Association.

Assist in preparing an annual budget, in consultation with the other members of the board, projecting income and expenditure for the financial year of the Association.

Maintaining an accurate record of all corporate records of the Association in appropriate file format and store them in a safe, accessible, and structured location.

Providing relevant legislative information to members as requested, to ensure members clearly understand the legislative requirements so as to make informed decisions.

Maintain the Association calendar.

Schedule, call meetings, including preparing proper notices of meetings and of the business to be conducted at the meeting in consultation with the president of the association.

Record minutes of all meetings and store them in a safe, accessible, and structured location.

Implement, maintain, and manage the organisations social media and website marketing.

Authorise payments for authorised and processed invoices.

Maintain and manage an efficient email system for the organisation.

Ensuring written handover to the incoming treasurer

Other duties as assigned by the Board.

6. Professional Qualifications Desired

Transparent and high integrity.

Willingness or experience and skill in working with a Board of Directors.

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

Previous success in establishing relationships with individuals and organisations of influence including funders, partner agencies and volunteers.

Solid organizational abilities, including file keeping, recording, planning, delegating, program development and task facilitation.

Strong written and oral communication skills.

Strong work ethic with a high degree of energy.

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