JOB DESCRIPTIONS 3

Secretary

Summary:

The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, he/she records the deliberations and decisions of the club committee.

Reports to:

Club Executive

Responsible for:

This is usually an Executive position

In some clubs an Assistant Secretary position may be appointed to provide administrative support to the Secretary.

Club registrar

Role:

- 1. Provide secretariat services at all club meetings including:
- Finalising and distributing the meeting agenda
- Collecting and distributing all reports and correspondence relevant to the club's regular meetings;
- Recording and presenting to subsequent meetings all committee decisions and deliberations
- Circulating minutes & reports and pursuing the status of issues identified
- Preparing and despatching promptly correspondence arising from the Executive's activities
- At the AGM, ensuring minutes and reports are available and distributed in accordance with Constitutional requirements.
- 2. Maintain Club Records including details of:
- Office bearers and officials
- Members & supporters
- Players
- 3. Co-ordinate contributions to and arrange the timely publication of the club's Annual Report
- 4. Ensure that a comprehensive record of ARU, Union and club's policies, rules and guidelines are current and available to all club members and volunteers.

JOB DESCRIPTIONS



Roles: Cont.

- 5. Accept the role of Public Officer for the club
- 6. Represent the club at Union meetings; be a principal point of contact with the local Union on matters relating to the conduct of the club's participation in local competitions.

Performance Measures:

- An accurate record is kept of all club documents, reports and correspondence;
- All correspondence is processed promptly outgoing correspondence is prepared, cleared and submitted prior to due dates; incoming correspondence is assessed and referred weekly
- Club meeting agendas are finalised prior to each meeting; reports for each agenda item are on hand for each meeting;
- Monthly and other club meetings are recorded and minutes distributed as required;
- An annual report is prepared each year