



**POSITION TITLE:**

**SECRETARY (EXECUTIVE COMMITTEE)**

**SCOPE:**

The scope of the Club Secretary is to provide administrative support to the committee and in particular Club President. While a large number of the administrative duties are outsourced to SSFA Shared Services, the Club Secretary is responsible for ensuring the efficient and effective running of the Club from an administrative point of view.

## **GENERAL ROLE DESCRIPTION AND RESPONSIBILITIES**

- Hold the position of Public Officer
- At all times be familiar with the contents of the Club's Constitution
- Act in the best interest of club members at all times
- Plan club meetings as required by the constitution
- Prepare and distribute an agenda for all meetings
- Take minutes of all meetings and distribute copies of same to committee
- Ensure minutes are kept in digital copy
- Co-ordinate and redirect all general club correspondence, responding as required
- Keep and maintain an up-to-date record of current Committee members
- Manage & oversee club annual calendar of events, liaising with committee to ensure events are actioned
- Oversee custody of all records that the Treasurer does not have custody of
- Be the club point of contact for key stake holders, such as S.S.C. & S.S.F.A.
- Perform tasks that may arise in relation to Executive Committee matters.
- Perform other such duties as requested by motion approved by the committee.

## **POSITION EXPERIENCE REQUIREMENTS**

- Knowledge of general administration
- Good standard of verbal & written communications
- Be able to coordinate a variety of tasks and be well organised

## **QUALIFICATION REQUIREMENTS**

- Working with Children Check (WWCC)
- Basic knowledge of email, Microsoft office (Word & Excel)
- General business acumen

## **REVIEW**

**NAME:** Kirk Barden

**DATE:** 16/01/2024

**ROLE:** Club President