

Position Description – Secretary



Reports to:
President &
Board



Meeting Attendance:
Monthly or as
scheduled



Length of Term:
1 Year

Position Overview

To ensure that appropriate administrative support is provided to the President and Board.

The Secretary provides the coordinating link between member clubs, the Board, and outside agencies.

Role & Responsibilities

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

- ✓ Act as the Public Officer of the District for the purposes of the Incorporations Reform Act 2012 and therefore:
 - Notify Consumer Affairs Victoria of your appointment.
 - Lodge the annual statement and other reports and notices as required.
 - Maintain the club's membership database.
- ✓ In conjunction with the President, schedule all board meetings and general meetings including the annual general meeting.
- ✓ Maintain a register of the latest version of all District documentation including but not limited to the Constitution, policies, procedures, by laws, position descriptions and committee charters.
- ✓ Attend Board meetings.
- ✓ Prepare and circulate, for each Board and general meeting, the agenda, supporting reports, and any other information required for consideration.
- ✓ Take the Minutes of each Board and general meeting or appoint a minute Secretary.
- ✓ Ensure that the chairperson acknowledges the minutes of each board and general meeting are a true and correct reflection of the meeting.
- ✓ Maintain a register of all marketing material relating to the district's activities (letterhead, logos, posters, brochures etc.)
- ✓ Coordinate the induction training for the incoming board, sub-committees, and volunteers.
- ✓ Coordinate all correspondence including forwarding internally and responding as required.
- ✓ Develop & maintain a district communication policy.

Skills & Requirements

- ✓ Undertake the role in good faith and honesty, always acting in the best interest of the District.
- ✓ Ability to manage confidential material.
- ✓ Must hold a valid Working with Children Check
- ✓ Reasonable level of computer literacy
- ✓ Will develop a good working knowledge of the District rules and the duties of all office holders and subcommittees.
- ✓ Unbiased and impartial on all issues.
- ✓ Receptive to change.

Review of Charter

- ✓ The Secretary & Committee will conduct an annual review of this Position Description to ensure they remain consistent with the club committee's strategy, objectives, and responsibilities.