CLUB SECRETARY

JOB DESCRIPTION

(SAMPLE ONLY)

The Secretary is the chief administration officer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club. This person provides the coordinating link between members, the management committee and outside agencies.

The secretary is directly responsible to the President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club and members.

**Responsibilities and Duties**

The Secretary should:

* Prepare the agenda for club meetings in consultation with the Chairperson
* Make arrangements including venue, date, times and hospitality for club meetings
* Send adequate notice of the meetings
* Collect and collate reports from office bearers
* Call for and receive nominations for committees and other positions for the club AGM
* Take the minutes of meetings
* Write up the minutes as soon as possible after the meeting
* Read, reply and file correspondence promptly
* Collate and arrange for the printing of the annual report
* Maintain registers of members’ names and addresses, life members and sponsors
* Maintain files of legal documents such as constitutions, leases and titles
* Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
* With the District Association - process transfer applications; enter teams in competitions; represent the club at Association meetings; obtain Association sanction for club events; communicate information between the District Association and club members, such as event deadlines
* Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee

**Knowledge and Skills Required**

Ideally the Secretary is someone who:

* Can communicate effectively
* Is well organised and can delegate tasks
* Can maintain confidentiality on relevant matters
* Has a good working knowledge of the constitution

**Estimated Time Commitment Required**

The estimated time commitment required of the Secretary of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Secretary is appointed for a \_\_\_\_\_\_\_\_ period.