

POSITION DESCRIPTION	SECRETARY
STATUS: This position holds a place on the	MANAGEMENT COMMITTEE

TERM: The terms of this position are as follows:	
Time Frame:	Must be available for 2 years
Resources:	Out of pocket expenses - Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward currently \$500 p.a. and free t-shirt

OBJECTIVES OF THE POSITION:
<ul style="list-style-type: none"> • Maintain the organisation's records in a professional, orderly and up-to-date manner. • Implement all administration and management tasks required by the organisation and its committees effectively and efficiently. • Ensure the organisation's meetings are organised, conducted and recorded according to legal requirements. • Ensure that all committee members are aware of all incoming and outgoing correspondence and source any information required to assist the committee in the decision-making process. • Assist the implementation and communication of the organisation's policies and procedures. • Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders.

FUNCTION OF THE POSITION:
<ul style="list-style-type: none"> • Ensure the organisation meets all the incorporation legal requirements and assist in the management and delivery of meeting procedures. • Maintain and manage the records of the organisation • Operate within and promote the policies and procedures of the organisation.

INTERACTION: The position will be expected to interact with:
<ul style="list-style-type: none"> • Governing bodies • Members • Stakeholders • General public • Management Committee • External parties (e.g. sponsors, media, corporate partners) • Sub-committees • Government agencies • Staff

SKILLS REQUIRED:
<ul style="list-style-type: none"> • Well organised including being able to delegate tasks. • Good computer skills including knowledge of Office 365. • Attention to detail skills • Effective communicator including good listening skills. • Minute taking skills. • Negotiating skills. • Current or ability to gain a volunteer's Blue Card 'Working with Children Check' • Enthusiasm and dedication. • Good leadership skills. • Clear thinker and positive attitude.

TASK SHEET

TASK	EXPECTED OUTCOME	WHEN
Ensure the responsibilities of the secretary under the Associations Incorporation Act are discharged.	Notify any change of the registered office of the association.	Within 1 mth
	Comply with any request from the Office of Fair Trading for a complete copy of the association's rules.	As needed
	Make the rules available to members if asked.	As needed
	Provide a certified copy of the audited financial statements and the return required to the Office of Fair Trading within one month of the adoption of the statements by the annual general meeting.	1 mth after AGM
	Notify the Office of Fair Trading of any change of president, secretary or treasurer within 1 month.	Within 1 mth
	Be one of the signatories for negotiable instruments. Serving as the public officer for the purposes of tax legislation and the official point of contact for an incorporated association.	Always
AGM	Ensure agenda papers and minutes of association general meetings are distributed as per the constitution requirements.	Yearly
	Manage and administer the AGM tasks as required of the secretary in the constitution.	Yearly
	For AGM contribute to the Management Committee Report presented at the meeting.	Yearly
Committee Meetings	Ensure agenda papers and minutes of Management Committee meetings are distributed.	1 wk prior 1 wk after
	Ensure key correspondence is processed.	Always
	For Committee meetings provide a report on communication and volunteers matters.	Always
Registrations and Start of Season	Prepare and update all documentation in preparation for start of season.	Always
	Coordinate the schedule, activities, venues, people and technology support in conjunction with other members of the Management Committee and Operational volunteers.	
	Ensure membership applications and renewals are administered appropriately and on a timely basis.	Always
Record keeping	Ensure key records of the association are kept securely and in accordance with legal requirements. Prepare, or oversee the preparation of and distribution of minutes of meetings.	Always

TASK	EXPECTED OUTCOME	WHEN
Contracts	Be aware of the contractual arrangements with local council and/or facility owner/lessor.	Always
	Be aware of all contractual arrangements with funding programs.	Always
Policy and procedures	As a Management Committee member, be aware of the content of all policies and procedures. Oversee adherence to policies and procedures.	Always
Confidentiality	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Planning/risk reduction task	As a Management Committee member, manage the outcomes of the operational plan and risk reduction tasks.	Always
Know if the constitution needs to be reviewed	If a review is required, ensure the full committee is made aware of its obligations.	Start of year
Volunteer Management and Child Protection	Ensure that the recognition and reward program is in place prior to the commencement of the season/duties.	Prior to season
	Manage the Blue Card portal and ensure compliance with the requirement for most volunteers to hold a Blue Card or exemption. Sight and record Blue Cards for volunteers and contractors where required.	Always
Insurance	Ensure that all insurance claims and reports are completed in compliance with the Insurers & sports requirements and timeframes	Always
Schools Liaison and Communication	Liaise with schools, develop and maintain a good relationship with schools with a focus on recruitment of players, and advertising sign on.	Always
Communication (Internal and External)	Be main communicator for the club. Oversee Web and Facebook presence, role occupants and communication standards	Always
Client service	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
Financial oversight	Oversee the club's finances, collection of revenue and expenditure, Be a signatory for club bank accounts.	Always
Attendance at Club Activities and Functions	Attend and participate where possible in club activities and functions including sign-on, WPC Academy, Eddie Gilbert Cup, major Social functions and the Presentation Function	Always