# Position Description

## Secretary

Note: The detail contained within this role description is indicative only and should be used as such by organisations to adapt and modify to their needs. This Position Description is most applicable to organisations operating under rules for incorporated associations and where there are no paid staff and hence the Secretary undertakes significant administrative responsibilities.

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| **Job Purpose** | The Secretary is the chief administration officer of the sporting organisation. In partnership with the President, the Secretary is responsible for ensuring that the organisation is run in accordance with the organisation’s constitution, rules, by-laws, policies and procedures.  |
| **Job Responsibilities** | Primary responsibilities for the role of Secretary include: * In conjunction with the President, convene all committee meetings and general meetings.
* Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
* Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled.
* Manage all general organisation correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders. (including any notices to members such as disciplinary matters)
* Manage and maintain the organisation’s membership database.
* Maintain a register of the latest version of all documentation, ensuring it remains relevant and in line with industry standards including but not limited to the constitution, rules, by laws, policies and procedures, terms of reference etc.
* Assist the President and committee in strategic planning and decision-making.
* With support from committee members, complete Annual Report.
* In the absence of an appointed public officer, act as a public officer for the organisation, liaising with members of the public, affiliated bodies and government agencies.
* Perform the duties and responsibilities as required by the relevant legislation or regulation (for example, the Corporations Act (CA) or Incorporated Associations Act under which the organisation is incorporated) and which may include duties such as maintain custody of the common seal, hold the registered address of the organisation if not otherwise specified, etc.
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| **People Management** | Yes – required to support the President in the management of committee members and portfolio duties.  |
| **Budget Management** | Nil  |
| Note: (Remove any points that are not relevant to the role). * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
* The ordinary working hours for the position can include duty on weekends and evenings.
* The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
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| **JOB HOLDER CAPABILITIES** |
| **Qualifications and Experience** | * Previous experience in a not-for-profit, volunteer-based organisation is preferable.
* Knowledge of the laws and legislation relating to non-profit organisations.
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| **Knowledge and Skills** | * Strong understanding and working knowledge of the constitution, rules, by-laws, policies and procedures.
* Ability to effectively and efficiently implement the organisations administration and management requirements.
* Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
* Good organisational, record keeping and people skills.
* Competency in Microsoft product suites.
* Good communication skills including written and oral.
* Possess basic financial management skills.
* Dedicated with strong work ethic.
* Strong interpersonal skills.
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