



# *Office Bearer*

## *Position Description*

### **Secretary**

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.

The Secretary reports directly to the President and members of the Byford Bushrangers Inc.

The Secretary is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Secretary has full voting rights on all matters.

#### *Responsibilities and Duties*

The Secretary should:

- Consult with the President and/or Chairperson in preparing the agenda for all meetings
  - Act as the signatory on the club's bank accounts (alongside President or Treasurer)
  - Organise club meetings, including venue, date, times and catering
  - Send adequate notice of the meetings to attendees
  - Collect and collate reports from office bearers
  - Call for and receive nominations for committees and other positions for the club AGM
  - Take, write up, and promptly distribute minutes for each meeting
  - Read, reply and file correspondence promptly
  - Notifying the relevant government body of their appointment
  - Maintain files of legal documents such as constitutions, leases and titles
  - Act as the public officer of your club, liaising with members of the public, affiliated bodies and government agencies
  - Is aware of the future directions and plans
  - Unbiased and impartial on all issues
  - Receptive to change
  - Manage committee and/or executive meetings in line with the position hierarchy
  - Attend all Committee Meetings
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### *Knowledge and Skills Required*

Ideally the Secretary is someone who is:

- Well organised
- Able to delegate
- Effective communicator
- Confidentiality
- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Secretary of the club is;

#### **Preseason**

- 3 hours per week.

#### **Mid-season**

- 3 hours per week
- As required on competition days.

#### **Post season**

- 3 hours per week

The Secretary is appointed for a term of 12 months or by special resolution.

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