



Position Description - draft

Title:	Secretary
About:	To provide the coordinating link between members, the Management Committee and external agencies and to manage day to day administrative activities of the club.
Reports to:	President
Responsibilities:	<ul style="list-style-type: none"> • Prepare the agenda for Club meetings in consultation with the President / 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. • Distribute the minutes as soon as possible after meetings. • Conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board and/or website. • 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. • Undertake any agreed task assigned by the President or the Management Committee. • Be prepared to attend as far as possible, all Management Committee and Administration Committee meetings of the Club. • Prepare an annual report.
Committees:	<ul style="list-style-type: none"> • Is a member of the Club Executive • The Secretary shall be an ex-officio member of all Committees of the Association. • Be a member of the Management Committee, Administration Committee, Election Sub-committee, Judiciary Committee. • Be the Chair of the Administration Committee. • Be the Chair of the Judiciary Committee.
Qualifications:	<ul style="list-style-type: none"> • Be a member of Whale Beach Surf Life Saving Club Inc.
Skills:	<ul style="list-style-type: none"> • Ability to effectively coordinate volunteers. • Ability to communicate clearly. • Able to lead a team and effectively delegate tasks. • Can maintain confidentiality on relevant matters. • Good understanding of club culture and operations. • Has a good working knowledge of the club constitution and other related policies and procedures. • Strong time management and organisational skills.
Date:	7 July 2016