



Secretary

Position Description

Overview

The Secretary is primarily responsible for the administrative tasks of the club and is the link between members, the club executive committee and outside agencies.

Core Responsibilities

- Ensure compliance with the Incorporated Associations Act, Liquor Licencing, Club Rules, By Laws, Policies and Procedures.
- Collect, manage, review and disseminate the club's information and knowledge.
- Maintain the club's membership database.
- Be the club's point of contact for key stakeholders including government, sports bodies, members, supporters and people who need information or details about club activities.
- Manage all correspondence and inquiries, forwarding to the appropriate Portfolio Manager.
- Maintain copies of the latest version of all club documentation.
- In conjunction with the President, schedule all committee and general meetings.
- Prepare and circulate prior to each committee meeting the agenda and supporting reports.
- Take and circulate the minutes of each committee and general meeting.
- Prepare and circulate the notice convening the annual general meeting.
- Prepare the club Annual Report.
- Apply to Bayside Council for use of facilities.
- Enter teams in their relevant competitions.
- Ensure all players are registered and cleared to play in their nominated teams.
- Co-ordinate all player and coach clearances and transfers.
- Ensure that Portfolio Managers update the position descriptions, operating manuals, policies and procedures that relate to their portfolio.

Additional Responsibilities

- Manage club access to government, supplier and other online portals.
- Be the key user of Cricket Australia's MyCricket database / portal.
- Organise appropriate insurance for the club.
- Co-ordinate the induction training for incoming committee members.
- Train, mentor and support an incoming Secretary.

Knowledge and Skills Required

- Knowledge of club rules, by laws, policies, procedures and the duties of all office holders.
- Informed of club activities across all portfolios.
- Understand the legal and compliance obligations of running the Club.
- Competent user of commercial software including Microsoft Word, Excel, Access, Powerpoint and Publisher.



Secretary

Position Description

Personal Qualities

- Effective communicator.
- Driver of change.
- Unbiased and impartial.
- Tactful and discrete.
- Ability to organise and delegate tasks.
- Unbiased and impartial.

Qualifications

- Required - Working With Children Check.

Expected Time Requirement

Approximately 500 hours per annum.