



Assistant Secretary

Position Description

Overview

The Assistant Secretary should work closely with and support the club Secretary with the administrative tasks of the club. The Assistant Secretary will undertake the duties and responsibilities of the Secretary if the Secretary becomes unavailable for any reason.

Core Responsibilities

- Support the Secretary, assisting them to fulfil their responsibilities.
- Undertake the duties of the Secretary in their absence.
- Attend and participate in committee meetings.
- Actively participate in one Club Portfolio.

Additional Responsibilities

- Train, mentor and support an incoming Assistant 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.

Personal Qualities

- Effective communicator.
- Receptive to change.
- Unbiased and impartial.
- Tactful and discrete.
- Willing to delegate tasks.

Qualifications

- Preferred - Working With Children Check.

Expected Time Requirement

Approximately 100 hours per annum.