

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

SECRETARY

The Secretary is the chief administrator of the Club and provides the coordinating link between members, the Committee and outside agencies.

Responsible to:

The Secretary is directly responsible to the President of Maitland City Softball Club Inc and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Secretary should:

- Prepare the agenda for the Minutes of Club meetings in consultation with the Chairperson
- Make arrangements including venue, date and times for Club meetings
- Send adequate notice of all meetings including committee meetings, annual general meetings and special general meetings
- Collect, collate and distribute reports from committee members
- Call for and receive nominations for committee positions
- Take the minutes of all meetings
- Be familiar with the Constitution and policies of the Club
- Read, reply to and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Arrange, in conjunction with the Treasurer, auditing of the club's finances
- Maintain registers of members' names and addresses and life members
- Maintain register of sponsors
- Maintain register of Working With Children Checks
- Maintain files of legal documents such as Constitutions, By-Laws, leases etc
- Act as the public officer of the Club, liaising with members of the public, affiliated bodies and government and non-government agencies
- Represent the Club at Association meetings, obtain Association information for Club events, communicate information between Association and Club members, such as even deadlines
- Other tasks: handle bookings and entries, respond to general duties as directed by the Club committee
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well informed of all club and organisational activities
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution and Club policies
- Intermediate computer skills and access to a computer and internet