



Position Description: Secretary

The Secretary shall conduct the correspondence of the club and Executive committee and shall have custody of all documents belonging to the Club. They shall keep full minutes of all meetings. They shall keep a copy of registered members of the club and do all acts and things as the club or Executive Committee may direct. Including but not limited to:

1. Read, reply to correspondence promptly and file carefully.
2. Make physical arrangements for meetings and Club functions such as Trophy Presentation's and Committee meetings.
3. Circulate notices of meetings.
4. Prepare and circulate Agenda (this may be a standard Club Agenda).
5. Write up, type, and circulate Minutes promptly following each meeting.
6. Prepare and deliver (verbally) a summary of correspondence at meetings.
7. Prepare and facilitate documents.
8. Prepare and update season Calendar.
9. Brief and assist Club President on all Club related matters.
10. Maintain a register of all Baskerville pavilion keys. Ensure prompt recovery and reallocation of keys.
11. Ensure relevant documents are on hand at all meetings.
12. Purchase paperwork required for administration.
13. Attend games at weekends (where possible).
14. Project favourable image when answering queries.
15. Obtain Executive/Committee ratification of decisions undertaken.
16. In conjunction with the Club President and Treasurer, carry out legal and constitutional requirements of the Club's Annual General Meeting with regards to timing of notices, notices of motion, nominations of office-bearers, annual financial reports and appointment of Returning Officer.
17. Maintain register of life members and sponsors.
18. Maintain a list of passwords used by the club's Facebook, website and email accounts.
19. Maintain all legal documents such as constitutions, leases, and titles.
20. Make available, on demand for inspection by Members, an up-to-date copy of the Constitution and any Regulations made there under.
21. Authorised Bank Account signatory/approver.
22. Make bookings for Baskerville pavilion and all other playing & training venues on behalf of committee, coaches and managers.
23. Watch for grant opportunities, prepare, submit, and manage applications.

The Secretary is a member of and reports to the Executive Committee.