# SECRETARY POSITION DESCRIPTION (SAMPLE ONLY)

The Secretary is the chief administration officer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club. This person provides the coordinating link between members, the management committee and outside agencies.

## **Responsible To**

The secretary is directly responsible to the president / chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## **Responsibilities and Duties**

The secretary should:

* 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 minutes of the meetings
* Write up the minutes as soon as possible after the meeting
* 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
* Act as the public officer of your club/group liaising with members of the public, affiliated bodies, and government agencies.
* With Associations - process transfer applications; enter teams in competitions; obtain Association sanction for club events; communicate information between Association and club members
* Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee.

## **Knowledge and Skills Required**

Ideally the secretary is someone who:

* Can communicate effectively
* Is well organised and can delegate tasks
* Can maintain confidentiality on relevant matters
* Has a good working knowledge of the constitution.

## **Estimated Time Commitment Required**

The estimated time commitment required as the secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per month. The secretary is appointed for a \_\_\_\_\_\_\_\_ period.