

# Secretary



The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc.). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

## Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

### Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging with Consumer Affairs Victoria on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act following the annual general meeting.
- Maintaining the club's membership database

### Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to considered by the committee

- Take the meeting Minutes of each committee and general meeting, circulating them within one week of the meeting to relevant people.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

## **Communication**

- Handle all general club correspondence, including regularly clearing the club's PO box, and responding to any correspondence as required
- Forward all invoices to Treasurer in a timely manner
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- Be the clubs point of contact for key stakeholders including, local council, local tennis associations and Tennis Victoria.
- Organise other activities as required. Refer Appendix 1.

## **Knowledge Management**

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, club key register, position descriptions, subcommittee terms of reference etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

<b>Succession planning</b>
----------------------------

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

## Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

## End of year hand over

### Updating important documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

### Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

***The estimated time commitment required as the Secretary is 2 – 3 hours per week during the season.***

## Appendix 1

### Other activities

The Secretary also coordinates the following regular activities:

- Check utility costs each year and compare for best prices
- Organise grease trap emptying yearly
- Replace water filter for zip tap
- Check defib supplies and battery life and reorder any needed supplies
- Contact Bunnings in November to request BBQ date and organise purchasing of stock for BBQ
- Organising cleaning of clubhouse every school holidays or when needed
- Purchase drinks for bar
- Empty money tin on bookshelf and give to treasurer
- Secondary signature on bank account
- Organise cleaning of courts as required
- Organise for updates of honour boards and maintenance of Malcolm and Joy shed sign
- Coordinate cleaning of club rooms