



JOB DESCRIPTION – SECRETARY

Responsible to: Club President

RESPONSIBILITIES AND DUTIES

- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Read, reply and file correspondence promptly
- Collate and arrange printing of the annual report
- Maintain data entry SurfGuard and ensure records are current
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles
- Perform the general routine administration of the club
- Ensure circulation of minutes to committee members
- Ensure achievement of relevant sections of the club management plan

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the club constitution
- Demonstrate a high level of enthusiasm when representing the club to members, other organisations and the general public