

Secretary Position Description

The Secretary is the chief administration officer of the _____ club/group. This person provides the coordinating link between members, the management committee and outside agencies.

The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.

Responsible to: The secretary is directly responsible to the President of _____ and the members of _____.

Knowledge, Skills, Experience and Requirements

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

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of _____ is _____ hours per week.

The time commitment required as the Secretary of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The Secretary is appointed for a _____ period.

Responsibilities and Duties – A Checklist for Consideration

- Prepare the agenda for club/group meetings in consultation with the 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/group AGM
- Take the minutes of 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; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.