



SECRETARY JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To ensure that appropriate administrative support is provided to the President, committee and club.
- To provide a “whole of club” planning focus to ensure the overall efficient management of club functions.
- To manage any administrative business considered by the club committee.

Responsibilities

- Attend monthly committee meetings and provide input to relevant topics.
- Attend club social events – such as family nights, presentation days and fundraisers.
- Establish a planning calendar for the current year.
- Prepare and distribute official committee correspondence.
- Ensure committee meetings are regularly called, properly notified to all entitled to attend and are legal.
- Prepare and distribute the agenda for all meetings of the club committee.
- Prepare true and accurate records of all meetings and distribute to committee members within 7 days.
- Give notice of and convene the Annual General Meeting before the end of September in each year in consultation with the President.
- Ensure the club complies with legal obligations in relation to Constitution, Articles of Association and the Incorporated Clubs Legislation.
- Ensure that the club and its physical and notional assets are properly protected for Insurance purposes.
- Manage the club records.
- Ensure the safe custody of the books of the club, other than the financial records, financial statements and financial reports, as applicable.
- Maintain confidentiality about club and committee matters.
- Be an authorised signing officer of the club.

Accountability

- The Secretary is accountable to the President and the general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01/05/18	Drafted
Click or tap to enter a date.	Adopted by Committee
Click or tap to enter a date.	Reviewed