

## POSITION DESCRIPTION

### Assistant Secretary



#### Non-Committee Role

Not a committee level position, plays a vital role in having a job without the extra commitment.

#### Objectives

- To ensure the appropriate administrative support for the president, executive committee and non-executive committee.
- To provide support to the executive and non-executive committee members to ensure the efficient operation of the club.

#### Responsibilities

- Assist with the planning calendar for the year.
- Provide a coordinating and support role for Association committees.
- Assist with the management of the clubs operating plan and its ongoing administration.
- Provide secretarial support to committees.
- Be familiar with the rules of the Association and any other body that has governance to give advice to the president and the committees as required.
- Prepare and send correspondence in accordance with the direction of the president, secretary and the committee.
- Attend any governing bodies and local council workshops and forums as and when required.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

#### Relationships

- Reports to the president and committee.
- Supports all administration portfolios.
- Liaises with the executive and non-executive committees.
- Liaises with the governing body.
- Liaises with the local council.

#### Accountability

- The assistant secretary is accountable to the president, secretary and the committee.
- Provides a report on any aspect of portfolio operations to the committee when requested.