

## **POSITION DESCRIPTION**

### **Association Secretary**



#### **Executive Role**

Decision making, overseeing and long term focus level of the committee.

#### **Objectives**

- Ensure that appropriate administrative support is provided to the president, committee of management and sub-committees.
- Provide a 'whole of Association' approach and planning focus to ensure the overall efficient management of the Association.
- Manage business considered by the Committee of Management.
- Provide support to committee members to ensure the efficient operation of the Association.

#### **Responsibilities**

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Association sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee of Management
- Maintain an accurate copy of the rules, by-laws, and policies of the Association.
- Maintain a complete record of all activities of the Association.
- Be familiar with the rules of the Association, and any other body that requires governance to give advice / update the president and committees as required.
- Prepare minutes of all committee and general meetings of the Association and distribute them in accordance with the rules of the Association.
- Receive all correspondence directed to the Association.
- Prepare and send correspondence in accordance with the direction of the president and committee.
- Attend governing body and other workshops and forums where required.
- Oversee Association communications including from the communication manager, website manager, social media manager and database manager.
- Be familiar with Association software platforms and packages used.
- Prepare a report of all activities of the Association for presentation to the membership at the annual general meeting.
- Undertake tasks at the request of the president and Committee of Management.

#### **Relationships**

- Reports to the president and committee.
- Liaises with the Committee of Management.
- Liaises with the governing body.
- Liaises with the local council and other key stakeholders.

#### **Accountability**

- The secretary is accountable to the president and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.