



Club Secretary Position Description

The Secretary of the Mt Carmel Tennis Club is charged with managing the administration of the Tennis club and will be the link between the committee and external organisations.

Desirable Attributes

The Secretary should:

- Be an excellent communicator
- Be organised and an efficient worker
- Be competent with Microsoft Office Software and any other required software e.g. RevoSport
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

Responsibilities

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times

Legislative responsibilities


- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Notify the relevant government body of any changes to the Secretary's details
- Lodge on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records

Meetings, communication and key relationships

- Schedule committee meetings and general meetings (including the annual general meeting) in conjunction with the President
- Prepare and circulate the agenda and supporting reports, including financial reports and any other information required prior to each committee meeting
- Take the meeting Minutes of each committee and general meeting, circulating them within a week of the meeting to relevant people. The minutes of each meeting must be approved by the President confirming they are a true and correct reflection of the meeting
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.

Administration

- Maintain committee and club records

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- Be familiar with all current Club documents
 - Manage the general correspondence of the Committee
 - Maintain a register of the latest version of all club documentation
 - Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers
 - Handle all general club correspondence, responding to any correspondence as required
 - Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies.

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Secretary is 2-4 hours per fortnight.