

# Waratah Netball Club

## Secretary Duties

1<sup>st</sup> August 2017

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### Intro

The Secretary an Executive of the Club, and is the chief administration officer of the Club. The Secretary provides the coordinating link between members, the management committee and outside agencies. The Secretary is also the Public Officer for the purpose of the requirements set down in the Associations Incorporation Act 2009.

### Secretary Tasks:

The Secretary must:

- Understand the obligations and responsibilities as outlined in the Associations Incorporations Act;
- Ensure that the Club is managed in accordance with the intent of the Department of Fair Trading guidelines and the Associations Incorporations Act;
- Have a sound working knowledge of the Constitution & Rules;
- Prepare the agenda and other documentation for Club meetings in consultation with the President;
- Send adequate notice of all meetings to all committee members. General meetings require no less than 48 hrs notice but ideally 5 days notice;
- Confirm arrangements for venue, date, and time of all meetings;
- Collect and collate reports from office bearers;
- Read, reply and file correspondence promptly.;
- Table correspondence at meetings;
- Detail action taken on any pre-existing matter or matter arising from correspondence since the previous meeting;
- Record the minutes of meetings and distribute to all committee members as soon as possible.

For Annual General Meetings (AGM), the Secretary is required to:

- Send adequate notice of the AGM. Where a motion is to be tabled, a minimum of 14 days' notice is required;
- Call for and receive nominations for office bearers, committee members and other positions for the Club. These nominations should be received by the Secretary no less than 7 days prior to the AGM;
- Prepare the annual report prior to the AGM;
- Arrange a returning officer to conduct the election of office bearers and committee members;
- Record the minutes of the AGM and distribute to all committee members as soon as possible.

Additional Responsibilities of the Secretary:

- Maintain registers of: Members (only details required by Act), Life members and Sponsors;
- Maintain a register of Working With Children documentation for all members who have regular interaction (coach/manager) with members under 18 years of age;
- Maintain files of legal documents such as constitutions and insurance;
- Fulfil the requirements as Public Officer for the purpose of the Associations Incorporation Act 2009;
- Communicate information to members, such as event deadlines;
- Respond to general duties as directed by the Club executive.