**Template Instruction**

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| This resource will support the development of a Secretary Position Description for your organisation.It may be used in conjunction with Volunteer Management Plan and other position descriptions within the organisation. Ideally, this resource should be completed and reviewed annually. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

 

**SECRETARY - Position Description**

Click or tap to enter a date.

Position Purpose

*The Secretary is the chief administration officer of the club/group and is generally the first point of contact for information or details about club/group activities. The position is responsible for the administrative management of the organisation and provides the coordinating link between members, the management Board/Committee and external stakeholders.*

Objective

*To support the executive committee/Board in maintaining high standards of record keeping, policy implementation and internal/external communications.*

Key Duties

* *Ensure the organisation’s meetings are organised, conducted and recorded according to legal requirements (such as the incorporation, governing bodies and lease requirements) and distributed to the committee and membership*
* *Prepare the agenda for club/group meetings in consultation with the Chairperson/President and circulate7 days prior to the meeting;*
* *Make arrangements including venue, dates, times and hospitality for club meetings*
* *Ensure appropriate correspondence is distributed and that actions required from meetings are fulfilled*
* *Ensure all committee members are aware of all incoming and outgoing correspondence and source further information required to assist the executive committee/board with decision making process at meetings*
* *Promptly collect mail, read, reply, distribute and/or file correspondence*
* *Prepare, circulate and present minutes for adoption*
* *Maintain club/group administration records in a professional, orderly and up-to-date manner on behalf, and advise all committee members of the system so that they are able to easily access the record-keeping system while performing the duties of the respective positions. This includes correspondence, minutes, competition details, insurance papers, policies and forms*
* *Maintain registers of member’s names and addresses, life members and sponsors*
* *Maintain legal documents such as constitutions, leases and titles*
* *Disseminate by email, website, notice and/or newsletter any information from within the club, pertinent to all members*
* *Call and receive nominations for committee and other positions for AGM*
* *Collate and arrange the annual report for printing*
* *Collect and collate reports from office bearers*
* *If no appointed public officer, act as a public officer of your club/group liaising with members of the public affiliated bodies and government agencies*
* *Implement all administrative and management tasks required by the committee effectively and efficiently in a timely manner*
* *Assist the implementation and communication of the organisation’s policies and procedures.*

**Reports To**

* *Chair Person*
* *Executive Committee*
* *Finance Committee*

Knowledge & Experience

* *Ability to effectively and efficiently implement the organisations administration and management requirements;*
* *Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines*
* *Ability to function as key player in a team, providing and following leadership when required*
* *Working knowledge of the rules, policies and procedures and non-profit legislation*
* *Sound knowledge of the constitution and meeting procedures*
* *Good standard of written and oral communication*
* *Be well informed of all club activities*
* *Maintain confidentiality on relevant matters*
* *Good organisational, record keeping and people skills*
* *Competency on Microsoft Word or similar including email systems*.

**Desirable Attributes**

* *Good Organisational and Communication Skills*
* *Has some financial expertise*
* *Ability to maintain accurate records*
* *Honest/Trustworthy*
* *Computer Skills*
* *If possible MYOB or similar experience.*

***Resources***

* *If appropriate, an electronic financial management systems such as MYOB/Quicken Books;*
* *Accounting Record Book (if not using electronic)*
* *Receipt Books*
* *Invoice Books*
* *Cheque Books*
* *Bank deposit Bank*
* *Computer*
* *Club Stamps*
* *Calculator*
* *Prepaid envelopes.*
* *Copy of the current strategic and operational plan.*