

# POSITION DESCRIPTION **SECRETARY**

**STATUS:** This position holds a place on the

**MANAGEMENT COMMITTEE**

**TERM:** The terms of this position are as follows:

Time Frame:	Must be available for 2 years
Resources:	Out of pocket expenses - Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward currently \$600 p.a. and free t-shirt

**OBJECTIVES OF THE POSITION:**

- Maintain the organisation’s records in a professional, orderly and up-to-date manner.
- Implement all administration and management tasks required by the organisation and its committees effectively and efficiently.
- Ensure the organisation’s meetings are organised, conducted and recorded according to legal requirements.
- Ensure that all committee members are aware of all incoming and outgoing correspondence and source any information required to assist the committee in the decision-making process.
- Assist the implementation and communication of the organisation’s policies and procedures.

**KEY OBJECTIVE FOR THIS POSITION**

**“To support the Management Committee in maintaining high standards of record keeping, administration and internal and external communication”.**

**FUNCTION OF THE POSITION:**

- Ensure the organisation meets all the incorporation legal requirements and assist in the management and delivery of meeting procedures.
- Maintain and manage the records of the organisation
- Operate within and promote the policies and procedures of the organisation.

**INTERACTION:** The position will be expected to interact with these committee/individual positions:

Governing bodies	Member/stakeholders	General public
Management Committee	External parties (sponsors, media)	Corporate partners
Sub-committees	Government agencies	Staff

OUTCOMES /PERFORMANCE MEASURES	
OUTCOME	KPI (HOW WE WILL MEASURE SUCCESS)
The organisation legal/administration requirements are met	All information required by the organisation is submitted, completed and up to date. All incorporation requirements are in order and up to date.
Effective management and administration provided	All specific actions stipulated on the position task sheets are completed within the timeframes and to the standard required.
Highly maintained records presented that are current and easily accessible	Minutes of meetings are completed, actioned accurately, distributed and stored appropriately. All committee members are satisfied with the standard and access of the organisation records. All meeting administration and records are organised in a professional manner. All organisation records are stored in a manner suitable for external audit.
Improved Communication	Relevant information is received from and reaches the relevant committee members, members, group &/or individual.

VISION	Is to continue to improve and develop the club and secure its future.
VALUES	Develop a club that promotes the needs of our clients, volunteers and spectators
GOAL	To continue to develop the club while providing an activity that is fun, safe and enjoyable for all.

**TRAINING REQUIREMENTS FOR THIS POSITION:** The holder of this position requires training in these areas in order to promote success:

Induction Training
Organisation data collection processes and File management.

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:	
Code of Conduct - Players	Member Protection Policy
Code of Conduct – Parents & Spectators	Photography Policy & Procedure
Child Protection Policy	Procedure for Handling Allegations of Child Abuse
Child Protection Procedure	Recognition & Reward Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure - Volunteers	Risk Management & Safety Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure – Players, Parents, Visitors	Social Media Policy & Procedure
Equal Opportunity Employment Policy & Procedure	Substance Use & Abuse Policy & Procedure
Grievance Procedure	Volunteer Induction Policy & Procedure Expectations & Commitment
Harassment & Sexual Abuse Policy & Procedure	Volunteer Training Policy & Procedure
Incorporation requirements	
Management & Support Policy & Procedures	

**REVIEW OF POSITION DESCRIPTION:**

This position description will be reviewed

DATE            /        /            BY   **Whole Committee**

Was conducted in consultation with the person/s holding this position

**REVIEW OF POSITION PERFORMANCE:**

This individual's performance will be reviewed

DATE            /        /            BY   **2 persons elected by the committee + 1 external person**

Was conducted in consultation with the person/s holding this position

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

**I accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

**POSITION HOLDER**

**NAME**

**SIGNATURE**

**DATE**

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**WITNESSED BY**

**NAME**

**SIGNATURE**

**DATE**

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This document is supported by a "Task Sheet" which clarifies the specific tasks, risks levels and timeframes for completion for this position.

DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	

# TASK SHEET

SECRETARY			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Ensure the responsibilities of the secretary under the <b>Associations Incorporation Act</b> are discharged.	H	Notify any change of the registered office of the association (section 17).	Within 1 mth
	H	Comply with any request from the department of fair-trading for a complete copy of the association's rules (section 52).	As needed
	M	Make the rules available to members if asked and if reasonable costs are met (section 53).	As needed
	H	Ensure that the rules are printed in legible form (section 54).	Always
	H	Provide a certified copy of the audited financial statements and the return required to the department within <b>one month</b> of the adoption of the statements by the annual general meeting (section 59).	1 mth after AGM
	H	Notify the department of any change of president, secretary or treasurer within 1 month (section 68).	Within 1 mth
	H	Be one of the signatories for negotiable instruments (cheques) (regulation 12, schedule 5). Serving as the public officer for the purposes of tax legislation.	Always
AGM	H	Ensure agenda papers and minutes of association general meetings are distributed as per the constitution requirements.	Yearly
	H	Manage and administer the AGM tasks as required of the secretary in the constitution.	Yearly
	H	For AGM contribute to the Management Committee Report presented at the meeting.	Yearly
Committee Meetings	H	Ensure agenda papers and minutes of management committee meetings are distributed.	1 wk prior
	H	Ensure key correspondence is processed.	Always
	H	For Committee meetings provide a report on communication and volunteers matters (portfolios).	Always
Registrations and Start of Season	H	Prepare and update all documentation in preparation for start of season.  Coordinate the schedule, activities, venues, people and technology support in conjunction with other members of	Always

## SECRETARY

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
		the Management Committee and Operational volunteers (see Season Start Up Checklist) .	
	<b>H</b>	Ensure membership applications and renewals are administered appropriately and on a timely basis.	Always
Record keeping	<b>H</b>	Ensure key records of the association are kept securely and in accordance with legal requirements. Prepare, or oversee the preparation of and distribution of minutes of meetings.	Always
Contracts	<b>H</b>	Be aware of the contractual arrangements with local council and/or facility owner/lessor.	Always
		Be aware of all contractual arrangements with funding programs.	Always
Policy and procedures	<b>M</b>	As an executive member, be aware of the content of all policies and procedures and ensure that they are reviewed annually. Oversee adherence to policies and procedures.	Always
Confidentiality	<b>H</b>	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Planning/risk reduction task	<b>H</b>	As a Management Committee member, manage the outcomes of the operational plan and risk reduction tasks.	Always
Know if the constitution needs to be reviewed	<b>M</b>	If a review is required, ensure the full committee is made aware of its obligations.	Start of year
Volunteer Management and Child Protection	<b>H</b>	Ensure that the recognition and reward program is in place prior to the commencement of the season/duties.	Prior to season
	<b>H</b>	Ensure the recognition program is being implemented. This includes sighting and recording of Blue Cards for volunteers and contractors where required.	Always
Insurance	<b>H</b>	Ensure that all insurance claims and reports are completed in compliance with the Insurers & sports requirements and timeframes	Always
Schools Liaison and Communication	<b>H</b>	Liaise with schools, develop and maintain a good relationship with schools with a focus on recruitment of players, and advertising sign on.	Always
Communication (Internal and External)	<b>H</b>	Be main communicator for the club. Oversee Web and Facebook presence, role occupants and communication standards	Always

## SECRETARY

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Client service	<b>H</b>	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
Financial oversight	<b>H</b>	Oversee the club's finances, collection of revenue and expenditure. Be a signatory for club bank accounts.	Always
Attendance at Club Activities and Functions	<b>M</b>	Attend and participate in club activities and functions including sign-on, WPC Academy, T10 competition, major Social functions and the Presentation Function	Always

## KEY RISKS

To the <b>Club</b> is when	<ul style="list-style-type: none"> <li>you don't know or implement the tasks of your position within the timeframes allocated</li> <li>you don't know the legal requirements of the club (constitution, leases, rules, or funding obligations)</li> <li>you work in isolation</li> <li>attempt to do everything on their own and you don't delegate</li> <li>the club is worse off because of the way you and other members manage decisions</li> <li>you don't consider the impact your decisions may have on the future existence of the club</li> <li>you don't communicate effectively with each other or with club members</li> <li>you operate to further your own personnel agenda</li> <li>you are not respectful to other members of committee, volunteers or members</li> </ul>
To <b>club performance</b> is when	<ul style="list-style-type: none"> <li>you don't recognise when you need help</li> <li>you don't understand the constitution, the importance of tracking performance/spending</li> <li>you don't ensure that the administration and management's needs are appropriately executed, financed &amp;/or supported by the committee and members.</li> <li>you don't recognise, reward and support club volunteers, for their contribution</li> </ul>
To the <b>YOU</b> when	<ul style="list-style-type: none"> <li>you are set up for failure because the members or your own expectations are too high</li> <li>you are placed in situations where you are required to make decisions on your own</li> <li>members refuse to provide the resources required to administer the club</li> <li>you are Burn out- To prevent burn out, ensure your duties are realistic -the club must "spread" &amp; you must "delegate" responsibility... if you do too much and don't delegate you burn out and it will difficult to find another volunteer and all your hard work will be lost</li> </ul>

**NAME OF POSITION HOLDER:**

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**SIGNATURE OF POSITION HOLDER:**

\_\_\_\_\_ **DATE**    /    /