



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

JOB DESCRIPTION FORM - SECRETARY

Responsible to :

The Secretary is elected by Club members and responsible to the President, Committee and members of the Wanneroo Giants Baseball Club

Responsibilities and Duties :

The Secretary should:

- ◆ Prepare agenda and take minutes for all General Meetings of the Club
- ◆ Send adequate notice of all meetings to committee and Club members
- ◆ Collect, collate, print and distribute reports from committee members
- ◆ Read, reply to and file correspondence in a timely manner
- ◆ Maintain an adequate Document Control system for all Club documents
- ◆ Call for and receive nominations for Committee Positions
- ◆ Be familiar with the Club's constitution, By-Laws and Policies
- ◆ Maintain a register of Members in accordance with the Constitution
- ◆ Maintain a Documents Register in accordance with the Assoc. Act 2015
- ◆ Lodge any changes to the club Constitution in Accordance with the Assoc. Act 2015
- ◆ Update Club By-Laws and Policies and distribute as directed by the Committee

Knowledge and Skills Required :

Ideally the Vice-President is someone who:

- ◆ Can communicate effectively
- ◆ Is well informed of all organisation activities
- ◆ Good computer skills (word and excel)
- ◆ Knowledge of document Control procedures
- ◆ Is aware of the future directions and plans of the Club
- ◆ Can maintain confidentiality on relevant matters
- ◆ Ability to be able to facilitate some duties during business hours if required