

# POSITION DESCRIPTION

## Executive Secretary



### Executive Role

Decision making, overseeing and long term focus level of the committee.

### Objectives

- To ensure that appropriate administrative support is provided to the president, executive committee and non-executive committees.
- To provide a 'whole of club' approach and planning focus to ensure the overall efficient management of the club.
- To manage business considered by the club committee.
- To provide support to the executive and non-executive committee members to ensure the efficient operation of the club.

### Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Prepare Agenda in consultation with committee and record minutes of all committee and general meetings.
- Distribute minutes to committee within 7 days of meetings.
- Provide secretarial support to the committee.
- Maintain an up to date copy of the rules, by-laws and policies of the club and provide a copy at all meetings.
- Maintain a complete record of all activities of the club.
- Be familiar with the rules of the club, and any other body that requires governance to give advice / update the president and committees as required.
- Receive all correspondence directed to the club.
- Prepare and send correspondence in accordance with the direction of the president and committee.
- Attend league and council workshops and forums where required.
- Oversee and assist the assistant secretary, communications manager, website manager, social media manager and Tidy HQ manager.
- Be familiar with the Tidy HQ software package.
- Prepare a comprehensive report of all activities of the club for presentation to the membership at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

### Relationships

- Reports to the president and committee.
- Supports all administration portfolios.
- Liaises with the executive committee.
- Liaises with the non-executive committees.
- Liaises with the governing body.
- Liaises with the local council

### Accountability

- The secretary is accountable to the president and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.