

Example Role Description – Secretary

Role:	Secretary
Key Purpose:	The Secretary will have a strong understanding of the organisations rules, policies and procedures and use them as they go about their role. The Secretary is often the first point of contact, so they need to be a great people person and have a strong customer service ethos.
Reports to:	The Secretary is the chief administration officer of _____ (Organisation). This person provides the coordinating link between members, the Board/Committee and outside agencies.
Connection points:	<ul style="list-style-type: none"> • Board/Committee • Organisation staff/volunteers • Organisation members • Community stakeholders
Key Responsibilities:	<ul style="list-style-type: none"> • Prepare the agenda for meetings in consultation with the President/Chairperson • Make arrangements including venue, date, times and hospitality for meetings • Send adequate notice of the meetings • Collect and collate reports from office bearers • Call for and receive nominations for Board/Committees and other positions for the AGM • Take the minutes of meetings • Write up the minutes as soon as possible after the meeting • Read, reply and file correspondence promptly • Collate and arrange for the printing of the annual report • Maintain registers of members’ names and addresses, life members and sponsors • Maintain files of legal documents such as constitutions, leases and titles • Act as the public officer of the organisation liaising with members of the public, affiliated bodies and government agencies • With governing bodies - process transfer applications; enter teams in competitions; represent your club/group at meetings; obtain sanction for events; communicate information to organisations members • Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the committee
Desired Knowledge and Skills:	<ul style="list-style-type: none"> • Can communicate effectively • Is well organised and can delegate tasks • Can maintain confidentiality on relevant matters • Has a good working knowledge of the constitution
Estimated Time Commitment	<ul style="list-style-type: none"> • An estimate of XX hours per week (this will vary depending on the size of the organisation and the structure you have chosen to implement i.e. the number of Secretary’s you have and the breakdown of duties) • The role holder would be appointed for a term of XX, however this is open to negotiation if desired