

Secretary

ROLE DESCRIPTION

The Secretary is the chief administration officer of the Club. The Secretary is responsible for Club records and correspondence.

The Secretary's role over the course of a year is typically as follows:

January

- Prepare Annual Report for previous year and send to members and the Sports Association by the end of January (See sample Annual Report in [Appendix 1](#))
- Send final membership list for previous year to Sports Association together with a cheque for Sports Association membership fees for new members added to the list since October

February

- Complete and send back to the Sports Association a form nominating the Club's requirements for Orientation Week (normally 1 table and 2 or 3 chairs) together with a deposit (normally \$20)

March

- Prepare and send out a notice of annual general meeting to all members calling for the meeting to be held some time in May and calling for nominations of committee members (See notice of AGM template in [Appendix 2](#))

April

- Send membership list for current year to Sports Association together with a cheque for the Sports Association membership fees

May

- Between 5 and 10 days before the annual general meeting, notify members of the nominations of committee members received
- Attend annual general meeting

- Prepare minutes of annual general meeting and send a copy to Sports Association (See minutes of AGM template in [Appendix 3](#)), noting any changes to the Committee

July

- Send updated membership list to Sports Association together with a cheque for Sports Association membership fees for new members added to the list since April

October

- Send updated membership list to Sports Association together with a cheque for Sports Association membership fees for new members added to the list since July

General and Ongoing

- Keep and maintain accurate Club records including:
 - the Club's Rules of Association
 - minutes of annual general meetings and Committee meetings
 - resolutions of the Committee
 - register of members (in consultation with the Treasurer)
 - general correspondence
- Ensure application forms, consents and waivers are completed and returned by members and participants
- Read, reply to and file correspondence promptly (See letter template in [Appendix 4](#))
- Prepare and send notices of Committee meetings to Committee members (See notice of Committee meeting template in [Appendix 5](#)), attend Committee meetings and prepare minutes of Committee meetings (See minutes of Committee meeting template in [Appendix 6](#))
- Organise O'Week
- Hold the Club's company seal and produce it when required for execution of documents on behalf of the Club
- Act as the Club's primary point of contact with the Sports Association
- Act as the Club's Public Officer, which involves:

- being the Club's central contact person for the general public and the Office of Consumer and Business Affairs
- receiving processes, notices and documents served on the Club
- notifying the Office of Consumer and Business Affairs of changes to the Public Officer or the Public Officer's name or current residential address (See Form 10 available at www.ocba.sa.gov.au)
- if the Club changes its Rules of Association, signing and lodging an application with the Office of Consumer and Business Affairs to register the change within 1 month of the resolution effecting the change (See Forms 6 and 7 available at www.ocba.sa.gov.au) and also providing a copy of the amended Rules to the Sports Association
- signing forms and returns lodged with the Office of Consumer and Business Affairs (See www.ocba.sa.gov.au for relevant forms)