**Position Description – Club Secretary**

**Why consider this?**

Your Club or Association will require key elected positions to ensure club governance needs are met. Secretary (sometimes known as Public Officer) is a critical leadership role. The position description allows you to be clear what is included in the role, and what falls outside it.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Secretary |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours / time involved:** | <insert> |
| **Start date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <Club name>**

<insert>

**Purpose**

The Secretary is the key administrative officer of the Club, providing a link between members, players, Club committee and outside stakeholders – such as the sporting districts, regions, or associations of which the club is part.

**Administrative Roles**

* Maintain Committee and Club records
* Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
* Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
* Be familiar with all current Club documents
* Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
* Enable and authorise people to help with the Committee's business.
* Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
* Ensure that official records are maintained of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
* Provide an up-to-date copy of the Constitution and bylaws at all meetings
* Ensure that proper notification is given of Committee and Club meetings as specified in the rules
* Manage the general correspondence of the Committee except for such correspondence assigned to others
* Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
* Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
* The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation

**The more standard duties include: (previously Public Officer)**

* Notify Consumer Affairs of the Secretary appointment or a change of the Secretary’s details
* Notify Consumer Affairs of a change of the association’s registered address by lodging a Change of Association Details form. No fee is required.
* Within one month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee
* Obtain from Treasurer, Annual Income and Expenditure Statement and Assets and Liability Statement
* Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

**More unusual duties that can arise:**

* Apply to the Registrar for approval of a name change within one month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
* Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for forms and details of fees etc.

**Personal Attributes**

* be organised
* have computer skills
* be a good communicator
* be able to keep confidential matters confidential

**Key Relationships**

* <insert>

**Essential requirements**

* Current, valid Working With Children Check
* Police Check

**Adjusting this role to meet volunteer needs**

This role can be adjusted to recognise different needs of a volunteer - such as availability, timing, size of role and flexibility needed.