



# POSITION DESCRIPTION

## SECRETARY

### ORGANISATION DETAILS

<b>Organisation</b>	
<b>Term of appointment</b>	
<b>Hours per week</b>	

### POSITION OVERVIEW

The Secretary is the key administrator for the organisation and provides a link between the executive committee, members and external stakeholders.

### ORGANISATIONAL RELATIONSHIPS

**Internally Accountable to:** Executive Committee, Organisational Members and Volunteers  
**External:** Office of Fair Trading, State Sport Body/Association, Logan City Council, Councillors, Members of Parliament and members of the public

### KEY RESPONSIBILITIES

- Prepare the agenda the organisation meetings in partnership with the President;
- Coordinate a schedule of meetings for the organisations including making venue arrangements where needed;
- Take meeting minutes and distribute to attendees post meeting;
- Manage and maintain contact databases for the organisation;
- Manage incoming correspondence for the organisation;
- Manage and maintain organisation documents (constitutions, leases and titles)
- Coordinate and assist with club registrations (i.e sign on days, transfers etc) within the organisation and to the State Sporting Body;
- Coordinate communication with external stakeholders (state sporting bodies, Logan City Council etc)
- Act as a public officer for the organisation;
- Assist in collating and distributing the Annual Report; and
- Call for and receive nomination for the Executive Committee for the Annual General Meeting.