



MUDJIMBA SURF LIFE SAVING CLUB INC. SECRETARY – POSITION DESCRIPTION

ROLE: Link between the Administration Officer of the Mudjimba Surf Life Saving Club and the members, the management committee and/or outside agencies.

RESPONSIBLE TO: Management Committee

RESPONSIBILITIES AND DUTIES (By-Law 4.4):

- As per any express provisions made in the Club's Constitution and By-Laws;
- Be Chairperson of the Planning & Administration Committee;
- Keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- Forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;
- Record and keep Minutes of all Annual General, General, Special General, Management Committee, and Executive Committee Meetings;
- Conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- Be responsible for the drafting of the Annual report to be submitted to the Management Committee for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;
- Carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings
- Refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee. [BY-LAW 6.1 - GENERAL]
- Receive reports and recommendations of the Committees. [BY-LAW 6.1 - GENERAL]
- In conjunction with the Cadet Officer, Youth Development Officer, Captain and Chief Training Officer, co-ordinate all matters pertaining to the responsibilities and obligations of cadet membership [BY-LAW 4.18, d]
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Other Responsibilities and Duties:

- As per any express provisions made by the Club's Constitution
- Oversee the planning and distribution of agendas for Club meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the Club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Read, reply and file correspondence promptly
- Collate and arrange for the distribution of the annual report

Mudjimba Surf Life Saving Club Inc.

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- Maintain or ensure SurfGuard records and data input
- Maintain files of legal documents such as constitutions, leases and titles
- Follow-up and action all correspondence e.g.: emails, phone calls etc.

COMMITTEES AND REPRESENTATION

Management Committee

Executive Committee

Finance & Property Committee

Planning & Administration Committee (Chair)

KNOWLEDGE AND SKILLS REQUIRED:

- Well organised and able to work unsupervised and be self-motivated
- Ability to maintain books
- Ability to keep correct up to date records
- Able to work in a logical orderly manner
- Time management skills
- Maintain a policy of loyalty to the surf Club and its activities whilst maintaining confidentiality and respect towards members
- Awareness of information needed for the Annual Audit