

CLUB COMMITTEE ROLE

Role/Position: Secretary....

Desirable abilities :

Knowledge/ Responsibilities	<i>E.G.: Familiarity with Club bylaws and policies</i> #See next page Committee and meetings procedures Parent body activities Bylaws and policies of club and ASA Website information Write up minutes and distribute Other roles on committee Parent body liaison/go to people Recruitment advice Records Officer (for CBS updates) Vollugi Taylor Trust Fund - as signatory Apply for grants as requested by committee
Skills	<i>E.G.: Good communication ability - especially in writing</i> Written and verbal competence Organiser Coordinator Relationship developer/maintenance Information manager Understanding of website/s Basic computer use
Attributes	<i>E.G.: Positive contributor to committee activities</i> Willingness to contribute to club development activities Contribute to positive club culture Negotiate as required to achieve results Demonstrate leadership and represent the club if required Mentor new committee members as part of Induction

Key tasks 'to do' - with *optional* 'when to undertake' them

<i>E.G.: Prepare report for each meeting</i>	<i>Monthly</i>
Prepare agendas for meetings and call meetings	As required
Write minutes for meetings or delegate to assistant secretary	Post meetings
Send out minutes following meetings	A/A
Follow up actions determined at club meetings	Throughout the year
Organise trophies as allocated each year	Approx August each year
Organise with assistance the annual trophy and	A/A

presentation night	
Take responsibility for IN and OUT correspondence and present information at meetings	Continuous
Chair meetings when required	
Prepare and organise the AGM	October each year
Book the Sports centre meeting room for meetings	Between meetings
Update written information as needed	
Organise the strategic plan reviews	Annual
Advice CBS of committee changes post AGM or other changes eg Strat plan	Post AGM
Sign for funding for members from VT Trust Fund as allocated	When requested
Organise AGM and prepare Secretary report	Prior to AGM