



# Albany Cycling Club



## JOB DESCRIPTION FORM

### Position Identification

Position Title	Secretary
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### Position Relationship

Responsible to	The Secretary is directly responsible to the Management Committee.
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### Objectives

Key Objective of the Position	<p>To provide governance and administrative support to the Committee by:</p> <ul style="list-style-type: none"><li>• Maintaining all records and other legal documents as required by the Act and the Club constitution</li><li>• Dealing with all correspondence in the first instance</li><li>• Ensuring that meetings are held as required, prepared for and recorded adequately and followed up as directed</li></ul>
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### Key Responsibilities

#### **Governance**

1. As required, act as public officer of the Club.
2. Ensure, with the President, that the Committee always:
  - Acts in line with the Club's mission and values
  - Complies with the Act, the Club constitution and its policies and procedures
  - Complies with its duty of care to itself and the Club members as a whole

#### **Planning**

1. Prepare with the President and Vice President an annual plan of the Committee's workload.
2. Assist the President and Treasurer in drawing up the annual budget.

#### **Administration**

1. Liaise with the Membership Coordinator to ensure maintenance of membership records through the web-based IMG database.
2. Organise venues and other logistics for meetings
3. Prepare with the President agendas that are informative and timely.
4. Write, circulate to Committee members and maintain minutes of all meetings.
5. Follow up any decisions as required and/or delegate.
6. Deal with correspondence as directed by the Committee.
7. Update members of Club news and events via website distribution list.

## Key Knowledge and Skills

### Knowledge

*Ideally the Secretary is someone who:*

1. Is familiar with the Club Constitution, by-laws and policies, especially as they relate to the role of Secretary.
2. Is familiar with meeting procedures.
3. Is familiar with the annual schedule of Club activities requiring the Secretary's contribution.
4. Understands when and how to delegate effectively.

### Skills

*Ideally the Secretary is someone who:*

1. Can tactfully ensure that the Committee adheres to the principles of good governance.
2. Is well organised: can systematically plan to meet deadlines and maintain administrative files.
3. Can work with the President to prepare an annual plan of the Committee's workload.
4. Can prepare with the President a meaningful agenda for meetings.
5. Is able to write concise minutes that adequately inform members of the reasons for decisions.
6. Is able to write letters and emails as required by the Committee.
7. Has time to follow up Committee decisions and/or delegate when needed.
8. Can use a simple program to inform members of new information via Club website.

## Handover

I have completed a handover/induction for the role of Race Permit Officer with \_\_\_\_\_ and agree to advise the new appointee on issues related to the role.

Signed..... Date.....

## Agreement

I have read and understand the requirements of the role as detailed in this job descriptions form. I will undertake the role as described to the best of my ability and accept the responsibilities and duties for the position as described on this job description form.

Signed..... Date.....