Role of the Club Secretary

Role: The club secretary has overall responsibility for the club's administration services and communication.

Responsible to: The club president and board

Member of: The club board and administration team

Responsibilities:

1. Managing the club administration team and coordinating all admin functions
2. Overseeing membership including renewing members, new members, life members and other membership enquiries
3. Acting as the club registrar on Surfguard and ensuring all member records are maintained, including working with children compliance
4. Ensuring regular, effective communication with members and stakeholders
5. Ensuring significant member contributions are acknowledged and nominations for awards are managed in a timely manner
6. Engaging with life members and organizing life member functions
7. Managing the website, Team App, social media, and associated policies
8. Archiving club media such as photographs, news articles, videos, etc.
9. Receiving, disseminating and recording all club correspondence in a timely manner
10. Reviewing and implementing directives and policies for club administration provided by LSV and SLSA
11. Ensuring dissemination of relevant news, learning, and development information and opportunities from LSV
12. Maintenance of the club constitution, bylaws and rules
13. Ensuring member protection representatives are introduced each season and readily accessible to all members
14. Authorising club orders, invoices, receipts and payments in conjunction with the director of finance and strategy
15. Securing the club seal, official documents and maintaining club records, archives and documentation
16. Scheduling board meetings and the AGM
17. Providing a report at each board meeting on their area of responsibility
18. Providing an annual report on their area of responsibility prior to the AGM
19. Preparation of the club annual report
20. Liaising regularly with the president on their area of responsibility

Knowledge and skills:

1. Required
    a. Full working knowledge of the constitution, rules and duties of all club office holders and subcommittees.
    b. Thinks clearly and positively and has a good understanding of confidentiality and the principles of privacy of member information
    c. Committed to acting in the best interests of the club
    d. Sound knowledge or understanding of club governance
    e. Full understanding of the administrative needs of the club in their areas of their responsibility including membership, legal, OH&S and communication
    f. Ability to organise and delegate effectively to their team members and is a strong communicator
    g. Ability to allocate consistent weekly effort to the performance of the responsibilities and duties described
    h. Possess a working with children check
2. Desirable
    a. Working knowledge of the conduct and management of meetings
    b. Understanding of how to manage a variety of online applications
    c. Understanding of all areas and represented groups in the club and their needs

Duration of appointment: Two years

Method of appointment: The secretary is appointed by a vote of members in an election held at an annual general meeting, in line with the club constitution.

Estimated time commitment required: 5-8 hours per week, depending on the time of year