



POSITION DESCRIPTION

Secretary

Committee Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To ensure the Club complies with its obligations under the Associations Incorporation Reform Act 2012 and associated regulations.
- To ensure the Club complies with its obligations under Liquor Control Victoria, Department of Justice and Community Safety and associated regulations.
- To ensure the Club complies with its obligations under the lease of Glen Eira City Council property.
- To ensure the Club complies with its obligations to relevant bowls associations (Bowls Australia, BowlsVic and Sandbelt Bowls Region).
- To ensure that appropriate administrative support is provided to the President and Committee.
- To provide a 'whole of club' approach and planning focus to ensure the overall efficient management of the club.
- To manage business considered by the club committee.
- To provide support to Committee members to ensure the efficient operation of the club.

Responsibilities

- Provide a coordinating and support role for club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the committee.
- Monitor the incoming email received via the bentleighbowling@bigpond.com mailbox and action accordingly.
- Maintain an accurate copy of the rules, by-laws and policies of the club.
- Maintain a complete record of all activities of the club – minutes of meetings, registers etc
- Be familiar with the rules of the club, and any other body that requires governance to give advice / update the president and committees as required.
- Prepare minutes of all committee and general meetings of the club and distribute in accordance with the rules of the club.
- Receive all correspondence directed to the club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Attend sport governing body and council workshops and forums where required.
- Oversee and assist the website manager, social media manager and database manager.
- Prepare a comprehensive report of all activities of the club for presentation to the membership at the Annual General Meeting.

Relationships

- Reports to the President and Committee.
- Supports all administration portfolios.

- Liaises with the Committee.
- Liaises with the sport governing body.
- Liaises with the local council

Accountability

- The Secretary is accountable to the President and the Committee.
- Provide a report on any aspect of portfolio operations to the Committee when requested.
- Seeks ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

Commitment

It is expected that the role will require an average commitment of 10 hours per week in the off season and 15-20 hours per week during the pennant season.

A good working knowledge of Microsoft Windows, Office Word, Office Excel and, to a lesser extent, Office PowerPoint is required.