

Position Description – Secretary

Port Adelaide District Hockey Club



The Secretary is responsible for managing Club administrative tasks to ensure that the Club operates efficiently and stays up to date.

1 Desirable Attributes:

- Organisation
- Communication
- Computer skills (Microsoft, spreadsheets etc.)
- Attention to detail
- Confidentiality

2 Responsibilities include:

- Maintain committee and club records
- Manage Minutes of Committee meetings
- Develop meeting agendas in consultation with other Committee members and distribute them prior to the meeting
- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the Club and Committee. The secretary ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders



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- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

3 Time Commitment

- The estimated time commitment required as the Secretary is about 10 hours per week.

4 Conflict

- If the Secretary becomes aware of a personal conflict of interest, real or perceived, between themselves and the club, they should immediately notify the Club President of the conflict, who will immediately inform all other board members.

5 Member Protection

- Secretary is required to obtain a Working With Children Check (if usual duties involve, or are likely to involve, contact with a child (under 18))