



Bundaberg Touch Association Incorporated IA56226

Position Description

Secretary

The key responsibilities of the Secretary are to understand the Association Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the association is run according to these core requirements at all times.

The Association Secretary is generally the association's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the association officer responsible for managing, collecting, reviewing and disseminating the association's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key association information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the association including:

Legislative responsibilities

The secretary will also act as the "public officer" of the association so generally becomes the association's nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the association all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the association's membership database



Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Association Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Association Rules are met.
- Maintain the minute book of association committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Communication

- Handle all general association correspondence, responding to any correspondence as required
- Oversee and co-ordinate the association's communication strategy, including its website, email newsletters and social media
- Be the association's point of contact for key stakeholders including, local council, local association and peak sports bodies.

Knowledge Management

- Maintain a register of the latest version of all association documentation including but not limited to the Association Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the association's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.



Succession planning

A key responsibility of the association secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
 - Attend all Committee meetings
 - Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children check" (QLD Blue Card).
 - Complete Responsible Service of Alcohol training (course cost covered by Bundaberg Touch)
 - Complete Food Safety Course (on-line free)
 - Complete Australian Sports Commission –Child Protection, Harassment and Discrimination (online training)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Association President of the conflict who will immediately inform all other committee members.

End of term hand over

Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the association information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

