



Modernians Hockey Club

Committee Roles and Responsibilities

Secretary

Role Description

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.

The secretary should be organised, have strong computer skills, be a good communicator and understand and maintain confidentiality. The secretary is expected to always act in the best interests of the members, attend committee and general meetings and undertaken the role in good faith and honesty.

Role Responsibilities

Primary responsibilities for the role of Secretary include:

Legislative

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

Meetings

- In conjunction with the President, convene all committee and general meeting, including the AGM.
- Prepare and circulate meeting agenda, supporting documents and any other information / reports required for committee meetings, general meetings, and the annual general meeting.
- Take meeting minutes for each meeting and, within one week of the meeting, circulate the minutes to the relevant persons.
- Prepare and circulate according to the Constitution requirements, the notice convening the annual general meeting, ensuring members are invited.
- Maintain a register of meeting minutes, ensuring they are signed by the Chairperson confirming they are a true and correct reflection of the meeting.
- Actively participate as an executive member of the Club Committee.

Communication

- Manage all general club correspondence, act as primary point of contact for enquiries and engagement with members / stakeholders.
- Forward general correspondence / enquiries to relevant club officials for action as required.
- Be the clubs point of contact for key stakeholders including the City of Vincent and Hockey WA.

Knowledge Management

- Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with appropriate standards including but not limited to the club constitution, Rules, By-Laws, Policies and Procedures etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure committee members update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the AGM.
- Co-ordinate an induction for the incoming committee members.

Other Duties

- With support from committee members, complete / collate the Clubs Annual Report.
- To be a signatory to the club financial accounts.