**[Club Name]**

position description – club SECRETARY

*Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.*

# REPORTS TO

* Club Committee

# PURPOSE

The key responsibilities of the Secretary are to understand the club constitution, bylaws, policies, procedures, legal and compliance obligations, and ensure the club is always run according to these core requirements.

# Role REsponsibilties

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

## Legislative responsibilities

The secretary will act as the “public officer” of the club and is responsible for:

* 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, schedule all committee meetings and general meetings (including the annual general meeting) in accordance with the club constitution.
* Prepare and circulate, the agenda and supporting reports, including financial reports and any other information required to considered by the committee, in accordance with the club constitution.
* Take the meeting minutes of each committee and general meeting, circulating them to the members of the committee in accordance with the club constitution.
* Prepare and circulate according to the club constitution, 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 club constitution are met.
* Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are managed according to the club constitution.
* Handle all general club correspondence, responding to any correspondence as required.
* Be the club’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 club documentation including but not limited to the club constitution, all policies, and procedures, by laws, position descriptions, subcommittee terms of reference.
* Maintain a register of all marketing material relating to the club’s activities.
* 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 or support the induction training for the incoming committee, sub-commitments, coaches and volunteers.

## OTHER DUTIES

* Assist other committee members in their duties as required.

# CODE OF CONDUCT

The Secretary agrees to:

* Keep their comments to matters before the committee.
* Attend meetings and be punctual.
* Undertake review of documents prior to meetings, within timeframes requested.
* Act in the best interests of the Club, and not bring the Club into disrepute.
* Exercise appropriate care and diligence.
* Not make false statements or falsify records.
* Act appropriately to not gain advantage for themselves or others.
* Not make offensive statements or comments or behave improperly.
* Ensure as the Chairperson that all opinions are heard equally and respectfully.
* Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
* Keep all matters in confidence and not disclose any matters of sensitive business to the general public, members of staff or other associates of the Club.

# conflict of interest

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# End of year hand over

## Updating key documents

At the end of each year a key activity of the Secretary will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary 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 the incoming Secretary.

# Essential Skills and requirements

## REQUIRED:

* Hold a current membership with Pony Club.
* Be over the age of 18 years.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
	+ Safeguarding Children and Young People in Sport Induction
	+ National Integrity Framework
	+ Anti-Doping Fundamentals
	+ Annual Update

## DESIRED:

* A sound understanding of the strategic direction of the organisation from National to Zone level and a commitment to strategic management for the club.
* An understanding of the long-term needs of the club
* A sound understanding of the rules, policies, procedure and requirements of the organisation from National to Club level.
* Has a good working knowledge of the club constitution and the duties of all office holders and subcommittees.
* Be an organized individual with good communication skills to effectively engage all members and external stakeholders.
* Be prepared to undertake education as directed or recommended.
* An ability to be a supportive leader for all members.
* An ability to remain unbiased and impartial on all issues.
* Receptive to change.

# TIME COMMITMENT

The estimated time commitment required as the Secretary is XX hours per week.

# Terms of Engagement (check your club constitutiion!)

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning, a change like this would require a change to the club constitution)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: