



<b>NORTHERN CHILL VOLLEYBALL CLUB</b>	
<b>ROLE DESCRIPTION</b> <b>SECRETARY</b>	Rev.: 2020/08/03

## **ROLE DESCRIPTION**

The Club Secretary assists with the administration processes and maintains records and club documents as well as recording the deliberation and decisions of the Club's Board of Directors.

## **SKILLS/QUALITIES RECOMMENDED**

- Strong written and verbal communication skills
- Good organizational skills
- Attention to detail
- Proficient in Microsoft, Adobe PDF, and Google drive
- Experience\knowledge of minute taking and administration skills are desirable
- Knowledge of Club Constitution

## **MAIN DUTIES**

- To liaise with the Board of Directors with regards to agenda content for AGM and Board of Director meetings
- To take meeting minutes and upload them to the shared Board of Directors drive ensure the records are properly kept
- To create meeting agendas and upload them to the shared Board of Directors drive prior to any meeting
- Responsible for the documentation of all amendments to the Club documents to ensure they are up to date
- To respond to any correspondence as appropriate received from the Board of Directors
- Responsible for ensuring the Club meets all legal requirements for record keeping by ensuring that all official documents and records of the Club are properly kept
- Perform such duties as may be determined by the Board of Directors

## **COMMITMENT**

- Attend monthly Executive Board Meetings, the Annual General Meeting and any other meetings as required.



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**COMPENSATION**

- Fanwear item to be provided up to the amount of \$100.00