



Secretary Job Description

Objectives

To ensure that appropriate administrative support is provided to the President and committee of your Club. The Secretary is the primary administration officer of the committee and provides the link between the committee, members and outside agencies.

This is an ELECTED position with voting rights on all board issues.

Responsibilities and Duties

- Establish a meeting schedule for General and Executive Committees for the current year
- Attend all regularly scheduled meetings
- Prepare agenda for Committee meetings in conjunction with the President
- Prepare minutes of all Committee meetings of your Club and distribute to committee members
- Receive all correspondence directed to Macquarie Saints
- Maintain an accurate copy of the Rules and By-Laws of Macquarie Saints
- Provide administrative support to the committee in ensuring all association responsibilities are dealt with appropriately
- Send out notification to the members of Macquarie Saints as required, e.g. weekly diamond allocations, notices from RHBL
- Be familiar with the rules of Macquarie Saints, Baseball NSW and any other body that has governance to give advice to the President and Committee as required
- Take responsibility for seeing that letters are written and replied to
- Provide annual calendar of events with monthly due dates
- Provide official notice of Annual General Meeting
- Distribute the Nomination forms for the Election of Office Bearers, one month before the AGM
- Manage the election of Office Bearers at the AGM

Calendar

The calendar is a general guide to the tasks for completion during the year. It is designed for you to delegate individual tasks to other committee members during busy times, to assist you in the role of Club Secretary.

Relationships

- Reports to the President and Committee
- Liaises with the President and Committee as and when required
- May liaise with external contacts (Eg: PCBL, RHBL, Baseball NSW, Local Government)

Accountability

- The Secretary is accountable to the President and the General Committee

Period of Appointment

The Secretary is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).