



Secretary

The Secretary's key responsible is to manage, collect, review and disseminate the club's information and knowledge, to ensure Gardens Tennis Club is run according to the constitution, policies and procedures, legal and compliance obligations at all times. The Secretary is responsible for the administrative tasks of the club and is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

Responsibilities

The Secretary shall hold office for one (1) year from election at the Annual General Meeting.

To successfully undertake the role of Secretary, responsibilities include but are not limited to:

Meetings

- In conjunction with the President, schedule all committee and general meetings (including the Annual General Meeting) as early as possible.
- Summon by public announcement notice of the Annual General Meeting, including call for committee nominations, at least 14 days before the scheduled date.
- Upon written request, in accordance with the Club constitution, summon a special meeting of the Club.
- In accordance to the Club constitution, provide all members not less than 21 days notice of a general or special meeting at which a special resolution is to be proposed.
- In consultation with the President, prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting documents, including financial reports and any other information required to be considered by the committee
- Keep a true record of all minutes of committee, special or general meetings (including the Annual General Meeting), circulating them following review by the President, within 5 days of the meeting.
- Maintain the electronic minute book, 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 incoming club correspondence, responding to correspondence as required under the direction of the committee.
- Oversee and co-ordinate the club's communication strategy, including website posts, email newsletters and social media.

- Be the club's key point of contact for stakeholders including Tennis NT, Department of Tourism and Culture, and the Alcohol and Drug Foundation.

Knowledge Management

- Maintaining the club's membership database in conjunction with the service provider.
- Maintain a register of the latest version of all club documentation including but not limited to the club constitution, policies and procedures, position descriptions and subcommittee terms of reference.
- Maintain a register of all club marketing material (letterhead, logos, newsletters etc.)
- Ensure that all committee position descriptions and any terms of reference, policies and procedures are updated and included in the information register prior to the Annual General Meeting.
- Co-ordinate any induction training for incoming committee and sub committee and/or working group members.

Legislative responsibilities

If the Secretary is also the Public Officer they are also responsible for:

- Notifying Department of Attorney-General and Justice of their appointment.
- Lodging on behalf of the club all reports and notices as required by the NT Associations Act.

End of year hand over

- The Secretary will review and make suggestions to revise their position description annually to ensure it continues to reflect the requirements of the role. An updated position description will be approved by the Committee and included in the club information register prior to the Annual General Meeting each year.
- The outgoing Secretary will brief and provide required information and resources to the incoming Secretary.

Essential Skills and Requirements

- Hold or willing to apply for a current volunteer's "Working with Children" check.
- Effective communicator – written and verbal.
- Be discreet and able to maintain confidentiality on relevant matters.
- Well organised and able to allocate regular time to undertake the required administrative tasks.
- Broad range of computer skills including social media and website editing.
- Can work as a team with other committee members and the service provider.
- Is receptive to change
- Dedicated club person

The Secretary is expected to:

- Act in the best interest of the club and its members at all times;
- Attend all committee and general meetings;
- Abide by the Standing Orders for committee meetings;
- Undertake the role in good faith and with honesty.

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

The estimated time commitment required as the Secretary is 5 hours per week.