



PO Box 468
Berri SA 5343
Email: berriview.tennis@gmail.com
Web: www.berritennisclub.com
Facebook: Berri Tennis Club

JOB DESCRIPTION

SECRETARY

The Secretary is the administration officer of the Berri Tennis Club and provides a link between members, the Management Committee and outside organisations. The Secretary provides the first point of community contact for the Berri Tennis Club.

Responsible to: The Secretary is responsible to the President and members of the Berri Tennis Club.

Role Requirements: Effective interpersonal communication skills. Organisation and time management skills. Ability to delegate. Observe confidentiality when required. Knowledge and understanding of club constitution. Electronic communication skills (email) Basic computer and digital record management skills.

Responsibilities:

- Arrange venue, time, date for meetings.
- Prepare agenda in consultation with President.
- Send notification of meetings to Management Committee.
- Collect reports from office bearers and maintain records.
- Prepare AGM notice and public notice.
- Take minutes, prepare and distribute to Management Committee with actions required.
- Manage correspondence.
- Maintain email account and manage electronic communication to Management Committee.
- Maintain legal document files including constitution, lease, agreements etc.
- Club contact person to liaise with public, affiliated bodies, government agencies.
- Liaise with and assist StarClub Program Coordinator to achieve accreditation.
- Liaise with social media coordinator/website administrator re club online information.
- Co-signatory of Berri Tennis Club bank accounts.
- Promotion and advertising of events.