

Purpose

The club secretary serves as the administration officer, responsible for essential behind-the-scenes work. They act as the connecting link between club members, the committee, and external entities.

Responsible To

The President of the club/society as well as the members of the club/society.

Responsibilities and Duties

- Prepare meeting agendas in collaboration with the Chairperson.
- Organize meeting logistics, including venue, date, and time.
- Notify members about meetings through various communication channels.
- Gather and organize reports from other officers.
- Manage the nomination process for committees and positions during the club/group's AGM.
- Record meeting minutes and distribute them promptly.
- Handle correspondence, ensuring timely responses and record-keeping.
- Maintain registers of member details, life members, and sponsors.
- Manage documents such as constitutions, contracts, etc.
- Liaise with the public, other clubs, government agencies, etc.
- Handle tasks related to bookings, uniform supervision, applications/forms and other duties as directed by the club/group committee

Knowledge and Skills Required

- Effective communication skills.
- Strong organizational abilities, with the capacity to delegate tasks.
- The ability to maintain confidentiality regarding sensitive matters.
- A good understanding of the club's constitution.

Time Commitment

The time commitment can vary, ranging from half an hour to a few hours per week, depending on the club's size.

Term:

The Secretary is appointed for a one year term. They are elected at the AGM usually held in September or October and remain in the position until the next AGM. There may be no limit on how many years in a row they can hold that position, but there must always be a nomination and voting at each AGM.