



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – Secretary

Updated 9/11/2020

Role: Secretary

Role classification: Voluntary

Exec Committee member: Yes

Committee member: Yes

Expected hours of work: 5-10 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Secretary at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of the Secretary is a key role within the Vermont Vultures. The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Role description

The Secretary is supported by the Executive Committee and the Club Admin Officer and is required to perform the following duties:

1. Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
2. In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
3. Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
4. Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
5. Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
6. If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
7. Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting
8. Co-ordinate all player and coach clearances and transfers
9. Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
10. Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
11. Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.



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12. Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.
13. Maintain Life Member register and coordinate the nominations & awarding of the Andrew Hasell award as required

Skills required

The successful applicant will possess:

- Understanding of compliance requirements for community based sporting organisations.
- Can communicate effectively both with individuals, The Club Committee, The Club members, and the local association
- Enthusiastic and well organised.

Qualifications required

- Past experience in a similar role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au