

Position Description – SECRETARY

Status	Holds a position on the Management Committee
Key Objective	<i>To support the Management Committee in maintaining high standards of record keeping, internal and external communications and coordinating and implementing all administration tasks required by BHC effectively and efficiently</i>
Responsibilities	<ul style="list-style-type: none"> • Maintain and manage the organisation’s correspondence and records in a professional, orderly and up-to-date manner. • Ensure appropriate incoming correspondence is processed and distributed to relevant stakeholders promptly (players, coaches, committee etc) and source any information required to assist with processing key correspondence. • Prepare and send outgoing correspondence in accordance with BHC policies or committee consensus. • Provide notice to members of forthcoming meeting dates, prepare notices and business to be conducted (in consultation with the committee) • Organise (and attend) monthly BHC management committee meetings • At BHC meetings: table all correspondence, take minutes and ensure an accurate record of questions, matters, resolution and other proceedings is included • Distribute minutes to relevant administrators and attendees as soon as practicable after each meeting • Ensure minutes are available to club members for viewing, upon request • Issue reminder notices to committee members to ensure that actions required from meetings are fulfilled • Be familiar with the requirements of the BHC Rules of Association, IHA and Hockey QLD competition requirements. • Communicate, promote and assist with the implementation of BHC’s policies and procedures. • Be aware of the future directions and plans of BHC • Be responsible for key register, collection and issue of all keys. • Maintain a register of club membership data • Check the BHC PO Box regularly for incoming correspondence • Work with Registrar to Upgrade and publish BHC membership forms. • Ensure membership applications, renewals and clearances are processed and administered appropriately and on a timely basis • Coordinate and compile the annual report (a comprehensive report of the year’s activities) for presentation to the members at the AGM • Work with Events organisers, committee and sub-committees to collate and publish Hockey Club calendar. • Issue Life Member invitations to Annual Presentation. • Brief incoming secretary on Club procedures
Key Skills /	<ul style="list-style-type: none"> • Good standard of written and oral communication.

Experience	<ul style="list-style-type: none"> • Team player • Competency in use of Microsoft Word and email systems. • Good organisational and record keeping skills. • Ability to identify, prioritise, communicate, delegate and complete tasks appropriately to meet deadlines. • Ability to function as a key player in a team, providing and following leadership where required. • Ability to effectively and efficiently implement the organisation's administration and management requirements. 										
Accountability	<ul style="list-style-type: none"> • BHC Management committee 										
Relationships	<ul style="list-style-type: none"> • Management Committee & Sub-committees, • Coordinators, Team coaches, Team managers and BHC Club members • IHA secretary and management committee • Hockey QLD • General public 										
Relevant Policies & Procedures	<ul style="list-style-type: none"> • Be aware of the content of, and abide by, these policies / Procedures <table border="1" data-bbox="491 913 1385 1198"> <tr> <td data-bbox="491 913 986 958"><i>BHC's Committee Code Of Conduct</i></td> <td data-bbox="986 913 1385 958">Internet/email</td> </tr> <tr> <td data-bbox="491 958 986 1003"><i>BHC Rules of Association</i></td> <td data-bbox="986 958 1385 1003">Children and young people</td> </tr> <tr> <td data-bbox="491 1003 986 1115"><i>Associations Incorporation Act 1981 (refer , Incorporated Association Good Business Guide)</i></td> <td data-bbox="986 1003 1385 1115">Drug and Substance abuse</td> </tr> <tr> <td data-bbox="491 1115 986 1160"><i>BHC's Grievance Procedure</i></td> <td data-bbox="986 1115 1385 1160">Volunteer management</td> </tr> <tr> <td data-bbox="491 1160 986 1198"><i>BHC's Strategic Plan 2010-2012</i></td> <td data-bbox="986 1160 1385 1198"></td> </tr> </table>	<i>BHC's Committee Code Of Conduct</i>	Internet/email	<i>BHC Rules of Association</i>	Children and young people	<i>Associations Incorporation Act 1981 (refer , Incorporated Association Good Business Guide)</i>	Drug and Substance abuse	<i>BHC's Grievance Procedure</i>	Volunteer management	<i>BHC's Strategic Plan 2010-2012</i>	
<i>BHC's Committee Code Of Conduct</i>	Internet/email										
<i>BHC Rules of Association</i>	Children and young people										
<i>Associations Incorporation Act 1981 (refer , Incorporated Association Good Business Guide)</i>	Drug and Substance abuse										
<i>BHC's Grievance Procedure</i>	Volunteer management										
<i>BHC's Strategic Plan 2010-2012</i>											
Terms	<ul style="list-style-type: none"> • Must be available for one-two years • Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 										
Resources	<ul style="list-style-type: none"> • BHC club mobile phone , Out of pocket administration and phone expenses, as approved by the committee • Secretary Bible (2009) 										
Training	<ul style="list-style-type: none"> • Induction & handover on data collection & recording (BHC Database, Sporting Pulse Database) • RSC Solutions CD / Committees DVD • File management 										
Tips	<ul style="list-style-type: none"> • Use Checklists and task lists • Utilise the "BHC secretary bible" and procedures • Maintain confidentiality on relevant matters • Write and distribute minutes ASAP after meetings 										

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> Assist VP Policy / Procedure with organising Induction workshop for Coaches and Managers (to be held in January) Organise workshop to decide annual events and dates for upcoming season & develop the calendar of events for publication to club members
Jan	<ul style="list-style-type: none"> Organise BSRC for sign on day Assist registrar with preparation for sign on day (including preparation of nametags for coordinators etc) Club email update for sign on day / training commencement dates Issue IHA gate keys, BSRC storeroom codes to coordinators & update key register
Feb	<ul style="list-style-type: none"> Sign on day – 1st weekend Feb (generally) Ensure all membership registration forms are passed directly to registrar for entering into sporting pulse database Update BHC Financial / Membership database in consultation with Registrar and treasurer to ensure email distribution lists
March	<ul style="list-style-type: none"> Remind all coaches, managers and players about BHC & IHA rego form and fee payment requirements prior to taking the field Process hockey player clearances Issue reminder about Bunnings Oxley Snag Sizzle request (must be sent out before mid March)
April	<ul style="list-style-type: none">
May	<ul style="list-style-type: none">
Jun	<ul style="list-style-type: none">
Jul	<ul style="list-style-type: none"> Club update – reminder about end of season events Remind committee about organising trophies etc.
Aug	<ul style="list-style-type: none"> Remind coaches / managers of player requirements for finals participation and finals team nomination requirements
Sep	<ul style="list-style-type: none"> Coordinate end of year reports from coordinators and committee & start compiling report Issue Life Member invitations to Annual Presentation
Oct	<ul style="list-style-type: none"> Issue reminder about Bunnings Oxley Snag Sizzle request (must be sent out before mid October) Distribute AGM notification to club members 5 weeks prior to AGM (include website links to nomination forms & supporting documentation). Nominations must be received in writing 14 days prior to AGM
Nov	<ul style="list-style-type: none"> Prepare hard copies of Annual report for AGM and present key items at AGM Record minutes and attendance at AGM Brief incoming secretary on Club procedures – including annual payment and reporting requirements to Office of Fair Trading (<i>Associations Incorporations Act</i>) Ensure BHC turf training request is issued to IHA for next year

	<ul style="list-style-type: none">• Work with VP – Policy / Procedure to organise a committee Induction workshop within 2 weeks following AGM• Notify IHA of the names, addresses and phone details of BHC officials and IHA delegates
--	---

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____