

SECRETARY

Job Description

The secretary is the chief administration officer of the Mortlock Shield Committee and provides the co-ordinating link between members the management committee and outside agencies.

Duty Statement

The primary roles of the Secretary are:-

- To ensure that Mortlock Shield Committee and the Regional Mortlock Committee meetings are properly administered, including the Annual General Meeting.
- Keep all records up-to-date.
- Monitor committee member action points.
- Ensure that the daily requirements of the actual carnival are implemented.

More specifically the tasks of the Secretary are to:-

- Produce and distribute League Information handbook to Competing teams
- Manage and co-ordinate the carnival on the June long weekend, eg.
 - First point of contact during the running of carnival
 - Record Results and Statistics from each match of the carnival
 - Assist Chair and Assistant Secretary with Opening Ceremony
- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chairperson.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.
- Member of the Permit Committee along with the Assistant Secretary and EP Team Manager
- Assist the Chairperson and Assistant Secretary with Life Members Dinner if required

Personal Abilities / Skills / Knowledge

- To be able to delegate and/or organised and methodical.
- Able to take good minutes.
- Has the relevant skills to organise a meeting well.
- Have a working knowledge of the constitution.
- Able to give clear advice on procedural matters.
- Able to work in a team environment

Length of Appointment

- This is a two year tenured position.