



Position Description

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Secretary

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| Job Purpose | The Secretary is the chief communication officer of the Association. |
| Job Responsibilities | <ul style="list-style-type: none"> Co-ordinate the correspondence of the Association. In conjunction with the SMCA Administrator call meetings on dates agreed. Distribute both the agenda and the minutes to each Executive member and the secretaries of each club within seven (7) days of the relevant meeting. perform such other duties as are imposed by the SMCA Executive on the Secretary. |
| People Management | Yes – required to support the Executive Committee members. |
| Budget Management | Nil, may be a co signatory to Association bank account. |
| Note: <ul style="list-style-type: none"> The ordinary working hours for the position are varied and can include duty on weekends and evenings. | |

| JOB HOLDER CAPABILITIES | |
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| Qualifications and Experience | <ul style="list-style-type: none"> Previous experience in a not-for-profit, volunteer-based organisation is preferable. Knowledge of the laws and legislation relating to non-profit organisations. |
| Knowledge and Skills | <ul style="list-style-type: none"> Strong understanding and working knowledge of the Association constitution, rules, by-laws, policies, and procedures. Ability to implement the communication requirements effectively and efficiently. Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. Good organisational, record keeping and people skills. Competency in Microsoft product suites. Good communication skills including written and oral. Possess basic financial management skills. Dedicated club person with strong work ethic. |

Further see Constitution 29 and 29A