



Cairns SLSC Secretary

The role of the secretary is to provide the coordinating link between members, the committee and external agencies and to manage day to day administrative activities of the club. The Secretary is a member of the Cairns SLSC Board.

Requirements.

1. Be a financial member of Cairns SLSC
2. Be over 18yrs.
3. Have a current "Blue Card" or "Exemption Notice".
4. Ability to organise and delegate tasks.
5. Understanding of SLSA, SLSQ, Branch and Club policies
6. Good understanding of governance.
7. Effective Communication skills.
8. Well organised and can delegate tasks.
9. Demonstrate a high level of enthusiasm when representing the club to members, other organisations, and the community.

The Roles and Responsibilities of the Secretary include but not restricted to:-

- assist the President and Deputy President.
- Carry out special assignments as directed by the President or the CAIRNS Management Committee.
- assume the responsibilities within the Club and Branch as directed by the President.

- Maintain confidentiality on relevant matters.
- Works closely with Club Administrator. Acts as a resource person for the Club Administrator.
- Forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws. Ensure there is adequate notice of all meetings.
- Ensure Minutes of all Annual General, General, Special General, Management Committee, and Board Meetings are recoded and documented.
- conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof.
- Ensure that Administration Staff have collated the Annual report
- Ensure that the Draft Annual report is submitted to the Management Committee for approval before printing and circulation to all Members.
- carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings
- Prepare the agenda for club meetings in consultation with the President.
- Decide venue, date, times for club meetings.
- Collect and collate reports from office bearers.
- Distribute the minutes as soon as possible after meetings.
- Read, reply, and file correspondence promptly.
- Call for and receive nominations for committees and other positions for the club AGM.
- Ensure the safe keeping of legal documents such as constitutions, leases and titles.
- Oversees Club Governance. Ensures policies and Job descriptions are up to date.
- Oversees Club membership. Reports to Management Committee any changes.
- Oversees and Co-ordinates all Club Awards. Ensures nominations for Branch awards are completed.
- Acts as a resource person for other Club Officers. Supports their roles when necessary.
- Acts as a public officer for the club liaising with members of the public, affiliated bodies, and government agencies.
- Be a club representative at branch meetings when required.
- Respond to general duties as requested by the club committee.

