

### Job Title

**Secretary**

### Club Rules Definition

#### 29. Secretary

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

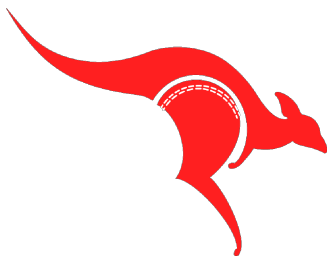
### Skills Required

- Well-developed communication skills
- Able control and supervise others
- Good organisational skills
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

### Key Roles & Responsibilities

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the Chairperson (President).





# WANNEROO DISTRICTS

## CRICKET CLUB INC.

[www.wanneroodcc.com.au](http://www.wanneroodcc.com.au)

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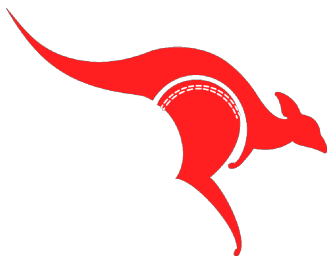
- Prepare, distribute and file minutes of all committee and General meetings of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a register of all members, sponsors and other relevant groups.
- Be familiar with the rules of the Club, League, Commission, State Sporting Association.
- Receive all correspondence directed to the Club, inform Chairperson (President), react, follow-up and distribute to members.
- Ensure all licenses required by the Club are current.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Club (Incorporated Association).
- Maintain file of contacts for purchases e.g. Letterheads, glasses etc.
- Liaise with the local media, clubs and other community organisations.

### Time Required

6-8 hours per fortnight



Proudly affiliated with the Western Australian Cricket Association



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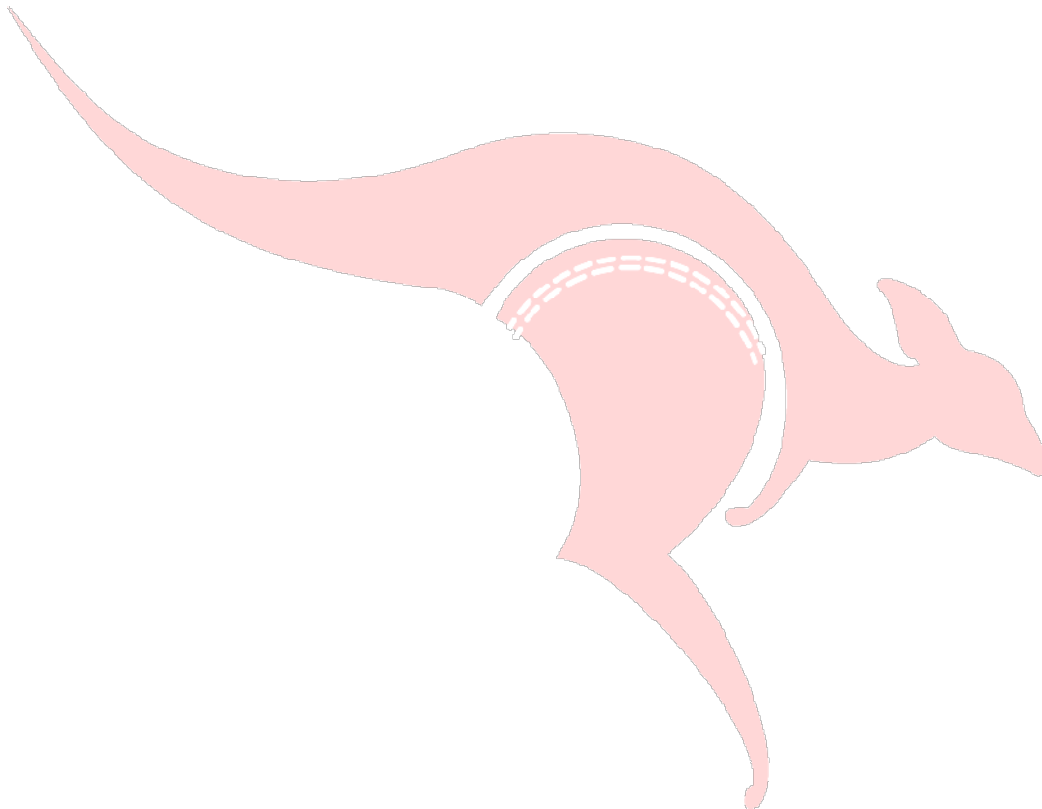
## ***Nomination Form: Secretary/Club Delegate***

Nominee

Nominator

Secunder

Nominee's Signature



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