QUEENSLAND WATERSKI AND WAKEBOARDING FEDERATION INC

POSITION DESCRIPTION

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| Insert name of club here |

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| logo |

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| SECRETARYROLE: With a strong background in governance and administration, the role of the secretary will be to ensure that policies, procedures and protocols are maintained and followed by all involved within the organisation, legislative requirements are fulfilled and the overall operations of the club are being maintained. The secretary will be the major link across all areas of the club and will be able to encompass being the first point of contact for prospective new members.  |
| The following notations to attributes, skills and experience are to be taken as a guide to assist in identifying and recruiting a suitable volunteer, however are not to be taken as a required pre-requisite |
| Attributes‘Considered as the quality or characteristic of the volunteer for the role’ | Skills‘The ability of the volunteer that comes from their knowledge, practice, training and education within to enable them to perform the role well’ | Experience‘Volunteer having personally observed, encountered or undergone practical or theoretical training in the role’ |
| * Highly organised
* Strong administration background
* Excellent communicator
* Easily approachable
* Multi-tasker
* Impartial
* Persistent
 | * Able to disseminate information across all levels
* Knowledge of and preparation of meetings / minutes / record keeping
* Communication of information across all levels
* Interpretation, review and amendment of policies, procedures, rules and regulations
* Is competent in managing small projects
 | * Previous role within another organisation
* Professional administration role
* Committee roles within the organisation
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| POSITION OUTLINE: The secretary position priorities are to ensure that the club maintains it’s requirements as described within the club constitution and across all legal and compliance obligations. As the secretary, it is important that meetings are scheduled and held, minutes are taken and sent out, actions agreed upon are delivered and policies, procedures, rules and regulations continually monitored and updated.  |
| Daily Items* Correspondence – online and hard copy. Review and delegate as required
* Enquiries – attend and delegate
 | Weekly Items* Review and present all media releases, communication and events in conjunction with the social media coordinator
* Maintain and update all member registers – eg: Working with Children
 | Monthly Items* Meeting agenda preparation including sourcing reports from project committees
* Correlation of meeting minutes and dissemination
* Maintain and update policies, procedures, rules and regulations
* Prepare and submit all required legal documentation
* AGM presentation including sourcing all required documentation
* Creation of and implementation of succession plan for role
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| Annual Items* Prepare notices for the annual general meeting
* Create and maintain succession plan for handover of role
* Lodge all legal and other requirements
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Review Date: Signed:

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