



**Position Description
Secretary**

The Secretary is the chief administration officer of the Eastern Suburbs Touch Association. This person provides the coordinating link between members, the management committee and outside agencies.

The Secretary is one of five elected Executive Members, as per constitution.

Responsible to

The Secretary is directly responsible to the President of Eastern Suburbs Touch Association and the members of Eastern Suburbs Touch Association.

Responsibilities and duties

The Secretary should:

- Prepare the agenda for club meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take and maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled. This includes taking minutes of
 - all elections of committee members
 - the names of the committee members present at a meeting of the committee or a general meeting, and
 - all proceedings at committee meetings and general meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly if required by the rep and club committee
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of the association liaising with members of the public, affiliated bodies and government agencies.
- With associations - process transfer applications; enter teams in competitions; represent ESTA at association meetings; obtain Association sanction for club events; communicate information between Association and club members, such as event deadlines.
- Other tasks: Assist the rep and club committees with general duties as required

Eastern Suburbs Touch Association

Knowledge and skills required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution.

Estimated time commitment required

The estimated time commitment required as the Secretary of Eastern Suburbs Touch Association is 3 hours per week.

Period of appointment

The Secretary is elected for a two year term under Clause 15.3 of the ESTA Constitution.