

Position Description - Secretary



Length of Term: Two Years

Mission:

"In partnership with our clubs, support, encourage and grow golf in an enjoyable environment"

Vision:

"To be engaging and supporting leaders to the WDGA member clubs."

Purpose

The Secretary is primarily responsible for the Association Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensuring the association is always run according to these core requirements.

The Secretary is also the association officer responsible for managing, collecting, reviewing and disseminating the association's information and knowledge (e.g. policies and procedures etc.). The Secretary is responsible for collecting all the key association information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Key Roles & Responsibilities

The Secretary is responsible for the administrative tasks of the association including:

Compliance

- Act as the Public Officer of the association for the purposes of the Incorporations Act and therefore:
 - Notify Consumer Affairs Victoria of your appointment.
 - Lodge the annual statement and other reports and notices as required.
 - Maintain the association's membership database.
 - Ensure that relevant Risk Management, Safety, and Member Protection policies and procedures are followed accordingly and provide a report to Executive on annual basis.

Strategy and Policy

- To assist in the development and achievement of the Strategic Plan and goals
- To develop an Annual activity Schedule that identifies timeframes for Key activities to be reported or commenced

Administration

- In conjunction with the President, schedule all committee meetings and general meetings including the annual general meeting) as early as possible.
- Prepare and circulate, at least 7 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required for consideration by the committee.
- Attend all committee meetings.
- Take the meeting Minutes of each committee and general meeting.
- Prepare and circulate according to the Association Rules, the notice convening the annual general meeting, ensuring all members are invited.

- ❑ If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Association Rules are met.
- ❑ Handle all general association correspondence including forwarding internally and responding as required.

Document Management

- ❑ Maintain a register of the latest version of all association documentation including but not limited to the Association Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference.
- ❑ Maintain a record of the Association committee and general meetings, ensuring the minutes of each meeting are a true and correct reflection of the meeting.
- ❑ Maintain a register of all marketing material relating to the association's activities (letterhead, logos, posters, brochures etc.)
- ❑ Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the annual general meeting.
- ❑ Review and revise position description to ensure it continues to reflect the requirements of the role.
- ❑ Train, mentor and support the next Secretary.

Essential Skills & Requirements

- ❑ Can oversee organisational activities
- ❑ Has a good working knowledge of the rules of the association and the duties of all office holders and sub-committees

Related Documents:

1. WDGA Code of Conduct
2. WDGA Committee Charter
3. WDGA Strategic Plan
4. Secretaries Satchell

Approved: WDGA Executive: June 2nd 2020
Review Date: June 2022