



Calwell Little Athletics Club Incorporated

Role Statement – Secretary / Administration Director



Overview

The Secretary is a key member of the committee. This job requires a well organised person who is at athletics most weeks and can attend most Centre meetings.

Duties of the secretary include, but are not limited to:

- ✓ Establish a meeting schedule for the Committee for the current year.
 - Prepare agenda for Committee meetings in conjunction with President and Committee members.
 - Prepare minutes of all Committee meetings of the Centre and distribute in accordance with the Rules of the Centre.
 - Maintain a file of Centre minutes and correspondence, including copies of all items of correspondence generated on behalf of the Centre by members of the Committee.
- ✓ Provide administrative support to the Committee in ensuring all CLAC responsibilities are dealt with appropriately
 - Be familiar with the rules of the Centre, and any other body that has governance to give advice to the President and Committee as required
 - Maintain an accurate copy of the Rules and By-Laws of the Centre
- ✓ Secretariat duties.
 - Arrange for the taking or undertake the preparation of all Minutes of the CLAC meetings.
 - Distribute such Minutes to CLAC committee members as appropriate at least seven (7) days prior to the following meeting.
 - Submit a report to the AGM of the Association within the period specified by the Constitution.
- ✓ Lodge new committee list with ACTLAA. (** this is in line with affiliation requirements).
- ✓ Assist (as necessary) with registering members of the Association for affiliation purposes.
 - Ensure forms for "Affiliation" are prepared, signed and submitted as per Constitution requirements.
 - Assist in ensuring information retained by the Association for each registered member is correct.
 - Organise and implement suitable means of checking registration information as required from time to time.