Albury Wodonga Table Tennis Association Inc.



471 North St, Albury, NSW, 2640 Phone: 02 6041 1457 ABN 97 949 636 415

Secretary Role Statement

The Secretary is responsible for ensuring that appropriate administrative support is provided to the President and Committee, and to manage business considered by the AWTTA Committee. The Secretary is also responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, position descriptions etc).

The Secretary works closely with Committee Members to ensure the efficient operations of the Club. They will also liaise with other designated Coordinators and Officers of the Club as required.

The estimated time commitment required as the Secretary is two (2) hours per week.

RESPONSIBILITIES:

The Secretary should be familiar with the AWTTA Constitution, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Club is run according to these core requirements, as well as any TTV and TTA requirements.

Specific tasks include, but are not limited to the following:

Meetings

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 4 days prior to each Committee meeting, the
agenda and supporting information required for consideration by the Committee.
Take the meeting Minutes of each Committee and General Meeting, circulating
them as soon as possible after the meeting to relevant people.
Prepare and circulate according to the Club Constitution, 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 Club Constitution are met.
Maintain the record of Minutes of Club Committee and general meetings, ensuring
the Minutes of each meeting are signed by the President confirming they are a true
and correct reflection of the meeting.
Upload copy of Minutes to AWTTA website after each meeting.
Upload copy of Minutes, Treasurer Reports, and other relevant documents to
electronic storage (Cloud account) after each meeting.

Albury Wodonga Table Tennis Association Inc.

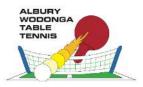


471 North St, Albury, NSW, 2640 Phone: 02 6041 1457 ABN 97 949 636 415

Administration

	Handle all general Club correspondence, responding to any correspondence as required.
	•
	organisations and peak sports bodies.
	Establish a planning calendar for the year.
	5 5 5
	ě , ,
_	acquittal/reporting to meet funding body requirements.
	•
	Monitor EPIC.TT (Enhancement Program in Clubs for Table Tennis) compliance.
Knov	wledge Management
	Maintain a register of the latest version of all Club documentation including but not
	limited to the Club Constitution, all policies and procedures, by laws, position
	descriptions, subcommittee terms of reference, etc.
	Maintain a register of all marketing material relating to the Club's activities
	(letterhead, logos, posters, brochures etc.).
	Maintain a complete record of all activities of the Club; assisting the President to include relevant information in the presentation to members at the Annual General Meeting as required.
	·
	manuals, policies and procedures and provide the Secretary with the updated
	version prior to the Annual General Meeting.
As re	equired
	Attend all Committee Meetings.
	Train, mentor and support the incoming Secretary.
	Ensure position description is reviewed and updated regularly to ensure it continues to reflect the requirements of the role.
р	at any stage the Secretary becomes aware of a personal conflict of interest, real or erceived between themselves and the Club, they should immediately notify the Club resident of the conflict who will immediately inform all other Committee members.

Albury Wodonga Table Tennis Association Inc.



471 North St, Albury, NSW, 2640 Phone: 02 6041 1457 ABN 97 949 636 415

ESSENTIAL SKILLS AND REQUIREMENTS

Strong communication and writing skills
Good networking and interpersonal skills
Strong understanding of the different Club activities
Current Working with Children Check

The Secretary is elected at the Annual General Meeting.