



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.



Administration

- Handle all general Club correspondence, responding to any correspondence as required.
- Be the point of contact for key stakeholders, including local council, local organisations and peak sports bodies.
- Establish a planning calendar for the year.
- Manage the ongoing administration of the Club's annual operating plan.
- Provide secretarial support to the Committee and sub-committees as required.
- Maintain a register of keys and security codes.
- Maintain a record of grant applications and monitor progression to ensure timely acquittal/reporting to meet funding body requirements.
- Ensure Honour Boards are updated as required.
- Maintain register of members with Working With Children Checks (WWCC).
- Maintain register of members with First Aid qualifications.
- Monitor EPIC.TT (Enhancement Program in Clubs for Table Tennis) compliance.

Knowledge 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.
- 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.

As required

- 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.

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee members.



Albury Wodonga Table Tennis Association Inc.

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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.