



# **WEST PYMBLE NETBALL CLUB**

ABN 70 747 724 640

Position Title: Secretary

Date: December 2014

## **Key responsibilities of the position**

- Maintain register with names, dates of birth, address/email of all Committee members including date of appointment to position and date vacate position. Update within 1 month of changes
- Ensure KNA Secretary has your email and phone contact details
- Record of current Public Officer name and official address
- Record of current authorized signatories
- Record of disclosure of any conflict of interest of committee members
- Keep record of holders of keys for any storage/venue facilities i.e. Lofberg Courts
- Request meeting agenda items from committee members prior to each meeting
- Prepare meeting agenda and distribute to committee members prior to each meeting
- Keep complete record of minutes for all meetings. Prepare minutes for approval by President before distributing to all committee members within 7 days of meeting
- Send minutes to Web Administrator for uploading to WPNC web site
- Prepare outgoing correspondence. Send to President and Vice President for review prior to distributing
- Record all incoming and outgoing correspondence. Keep copies and distribute to committee members/President as appropriate and at each meeting
- Prepare correspondence list to provide at meetings
- Ensure WPNC full name appears on all official correspondence
- Prior to AGM ensure end of year reports are received including nominations for elections and financial statements. Send out to committee members prior to AGM
- Book meeting venue, usually at the West Pymble Bowling Club
- Other duties as requested by President or Vice President

## **Who do you report to/liaise with**

- President of WPNC
- Vice President WPNC
- KNA Secretary and WPNC delegate to KNA

## **Additional Comments**

It is useful to familiarize yourself with the Office of Fair Trading web site from time to time to check that our recording procedures are current and correct. Being able to use word and excel essential.