



**Position Description:** Secretary

### **Member of the Executive Committee**

**Responsibility:** This position has responsibility for ensuring that the Malvern Tigers Basketball Club complies with the secretarial requirements of its Constitution and Rules of Association. It also is the focal point for communication within the Club and with the Waverley Basketball Association, (WBA).

Maintenance of the Club's forward calendar and the setting of key dates is also included.

Good communication is the key to successfully running of any organisation and this role is pivotal in ensuring this on behalf of the Club.

### **Tasks:**

- Organise Committee and Executive Committee meetings in accordance with the Club's Constitution, usually one meeting per season and the AGM in January.
- Ensure that an accurate record of those meetings is maintained by documenting an Agenda and Minutes.
- Assist in setting key Club dates and forward calendar.
- The Secretary should always be copied in on any communication between the Membership Officer and the Web Administrator.
- Maintain a register of Club documentation including the Constitution, Policies and Position Descriptions.
- Organise Cubs Clinic Coordinator and ensure that 2 Cubs Clinics are held each year in Terms 1 & 3. Organise advertising and communication of Cubs Clinics.
- Co-signatory of the Club's bank account and authorise Club payments in conjunction with the Treasurer
- Register as the Public Officer with Consumer Affairs and ensure that annual returns are completed in an accurate and timely manner

**Effort:** This is a voluntary position within the Club and is key to its success.