

Position Description

Secretary

Role of the Secretary

The primary role of the Secretary of Cambridge Basketball Club is to take general responsibility for certain administrative tasks the committee is required to carry out. The Secretary provides the coordinating link between members, the Committee of Management and outside agencies.

Appointment of the Secretary

The Secretary is appointed at the Annual General Meeting (AGM) for a term of 1 year.

Responsible to

The Secretary is directly responsible to the Committee of Management of the Cambridge Basketball Club.

Relationships

The relationships of the Secretary include:

1. Cambridge Basketball Club Committee of Management
2. Players
3. Parents / Guardians
4. Consumer Affairs Victoria

Position Description

Duties of the Secretary

The duties of the Secretary include:

- Convene meetings. Make arrangements including venue, date, times and hospitality for meetings. Inform all potential attendees.
- Prepare and distribute agendas for meetings (in consultation with the President).
- Take accurate minutes of meetings and distribute to members in a timely manner.
- Ensure back-up information is available at meetings where the topics to be discussed require it.
- Be responsible for the safe custody of books and documents of the Club.
- Ensure accurate and sufficient documentation exists to meet legal requirements of the Club.
- Call for and receive nominations for the Committee of Management in the Club AGM.
- Act as the Public Officer of the Club liaising with government agencies. Act as the primary contact person between the Club and Consumer Affairs.
- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Be available to help with standard committee duties.
- Be available to attend and assist with preparations for the annual Presentation Day.

Guidance Document

Basketball Victoria's Governance and Management for Basketball Associations and Clubs 2013. Consumer Affairs Victoria- Associations Incorporation Reform Act 2012.

Effective

This policy takes effect from 26th November 2016 and may be amended from time to time as necessary.



Position Description

Authority

This Position Description has been tabled and unanimously voted upon at a meeting of the Cambridge Basketball Club Committee of Management.

This policy is authorised by the Club's current President and Secretary on behalf of the Committee of Management.

Kristine date
President

Sue Sheridan
Secretary