Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	SECRETARY

Purpose of position:

The Secretary's position is the Centre's main point of contact for members (new and old), councils, Region and LAVic just to name a few. The Secretary is also the caretaker of all administration of the Centre.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- As a signatory to bank accounts, have no prior convictions recorded for "financial impropriety" or be an undischarged bankrupt.
- Current Police Check (to be paid for by the Centre).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honestly at all times.
- Always acts in the best interests of the Centre.

Desirable Attributes:

- Be a person who has good communication skills.
- Have computer and administration skills.
- Be organised.
- Have a good understanding of the Centre's Constitution/Model Rules.
- Be able to work with other Committee Members.
- Be able to keep confidential matters confidential.
- Be a good listener and attuned to the interests of members and other interest.

Specific duties include but are not limited to:

- Take minutes, distribute agendas and notices pertaining to all the meetings of the Centre – Executive and General.
- Receive and distribute correspondence to the relevant personnel on the Committee.
- Maintain a file of the Centre minutes and correspondence generated on behalf of the Centre by members of the Executive.
- Complete the annual affiliation process with LAVic.
- Schedule Committee meetings and general meetings (including AGM) in accordance with Constitution/Rules.
- Co-ordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers.
- Support the President and fellow Committee members when needed.
- Lodge the Annual Statement with Consumer Affairs via myCAV after the AGM, and update them on any change of Secretary as required.
- Ensure that the records of the Centre are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Be familiar with all current Centre documents.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children document.

- Submit to LAVic, within 14 days after the Centre AGM, draft minutes of the AGM, Financial Compliance/Well Being Declaration, all Financial Reports and Auditor's Report/Independent Review.
- At the end of their term a key activity of the Secretary will be to review and revise their position description to ensure that it continues to reflect the requirements of the role and provide it prior to the Annual General Meeting.