

Executive Committee Job Description



Job Title: Secretary

Purpose:

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Management Committee's business was conducted. In order to fulfil these responsibilities, and subject to the Redlands Baseball Club's bylaws, the Secretary is responsible for recording minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the Management Committee, and performs other duties as the need arises and/or as defined in the bylaws.

Key Responsibilities:

- work within the constitutional structure of the Redlands Baseball Club Inc;
- work within the guidelines and procedures set down by the Management Committee;
- attend all Management Committee meetings;
- assist the Club with duties as designated by the Management Committee;
- have a sound understanding of the league / region / BQ rules and By Laws;
- authority to enforce decisions made by the Management Committee;
- aware of the future directions and plans of members;
- has a good working knowledge of the Club's constitution and the duties of all office holders;
- prepare the agenda for club/group meetings in consultation with the Chairperson;
- make arrangements including venue, date, times and hospitality for club meetings;
- send adequate notice of the meetings;
- collect and collate reports from office bearers;
- call for and receive nominations for committees and other positions for the club/group AGM;
- take the minutes of meetings;
- write up the minutes as soon as possible after the meeting;
- read, reply and file correspondence promptly;
- collate and arrange for the printing of the annual report;
- maintain registers of members' names and addresses, life members and sponsors;
- maintain files of legal documents such as constitutions, leases and titles;
- act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies;
- with Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines;

Reports to:

- The Management Committee;
- Chief executive officer (President or appointed deputy from the Executive Committee).

Direct Reports:

- Office Manager

Indirect Reports:

- Registrar

Length of Appointment:

- This is an Executive Management Position and is based on the criteria set out in the Constitution and Model Rules.

Time Commitment:

- Summer Months (during normal season) – two to three hours a day
- Winter Months (non playing season) - four hours a week

Qualifications:

- Good knowledge of basic computers packages (email, word and excel);
- Can communicate effectively;
- Well organised;
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Pleasant manner, patience, problem-solving ability, dependability;

Support:

Training for this position can be provided. In addition, the Management Committee will be available for questions and assistance.