

SECRETARY

Responsible to: Executive & Management Committees

RESPONSIBILITIES AND DUTIES

- Make arrangements for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly
- Take minutes of meetings and maintain a copy for records, electronic and a signed paper copy
- Ensure circulation of minutes to committee members within 7 working days of the meeting
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Collate and arrange printing of the annual report
- Assist the Public officer of the club in carrying out their duties
- Perform the general routine administration of the club
- Ensure achievement of relevant sections of the club management plan

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Club constitution
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications.