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## **JOB DESCRIPTION**

### **Assistant Secretary**

The Assistant Secretary is responsible for providing assistance to the Secretary of the Seacliff Tennis Club. This is primarily through minute taking at committee meetings and the AGM.

#### ***Responsible To***

The Assistant Secretary is directly responsible to the Secretary Seacliff Tennis Club and the members of Seacliff Tennis Club.

#### ***Responsibilities and Duties***

The Assistant Secretary should:

- Record the minutes at all:
  - Executive committee meetings
  - Annual general meeting
  - Any other special meetings that may be required
- Send completed minutes to the Secretary for distribution
- Help the Secretary with any other tasks they may request assistance with

#### ***Knowledge and Skills Required***

Ideally the Assistant Secretary is someone who:

- Can communicate effectively
- Has a good attention to detail
- Has an understanding of meeting procedures and record taking
- Is a good listener and can determine and record important / pertinent information

#### ***Estimated Time Commitment Required***

The estimated time commitment required as the Assistant Secretary is 0.5 – 1 hours per week.

***NOTE:*** The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.

Updated 11/06/2018