



JOB DESCRIPTION

Secretary

The Secretary is the chief administration officer of the Seacliff Tennis Club. This person provides the co-ordinating link between members, the management committee and outside agencies.

The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.

Responsible To

The secretary is directly responsible to the President of Seacliff Tennis Club and the members of Seacliff Tennis Club.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for Committee meetings in consultation with the Chairperson
- Arrange venue, date, time 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 AGM
- Prepare AGM notice
- Distribute the minutes of meetings (Note: Minutes are taken by the Assistant Secretary)
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' and life members' names and addresses
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- With Tennis SA and affiliated Associations - process transfer applications; represent the club at meetings; communicate information between Association and club members.
- Register players with Tennis SA (My Tennis online membership)
- Maintain Senior player milestones register, obtained from League Manager
- Prepare email for start of season
- Liaise with StarClub Program Co-ordinator
- Liaise with STC Facebook/Instagram/Team App Administrator
- Update the STC website as required



Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution

Estimated Time Commitment Required

The estimated time commitment required as the Secretary is __1 - 2__ 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 20/04/2020