

Waratah Hockey Club



SECRETARY

ROLE STATEMENT

The Secretary leads the Committee to fulfil club administrative functions and is the primary contact and Public Officer for the club.

KEY DUTIES

- Ensure meetings are effectively organised:
 - seek agenda items from committee members and circulate agenda prior to meeting
 - take minutes of all meetings and subsequently submit for approval
 - ensure action items and resolutions of the committee are carried out
 - ensure required notice periods and quorum requirements are met
- Maintain club records in the club's Dropbox account, including the retention of meeting minutes, financial reports, correspondence and other club publications.
- Monitor the club email account and:
 - respond to incoming correspondence and other inquiries by members
 - forward incoming correspondence to appropriate committee members for further action
- Communicate all relevant information from the committee (and other relevant sources) to members via email and Facebook.
- Ensure the member registration database is functioning effectively and liaise with Vice President Women/Men/Juniors to ensure all players are registered prior to their first game.
- With assistance from other Committee members, manage the club's website and social media accounts.
- Actively participate in committee meetings and other agreed decision-making processes (such as email and group chats).
- Ensure club policies and code of conduct are adhered to by members and self.
- Support all club social and fundraising activities.
- Fulfil such other duties as the committee may request.