



Alpine Cycling Club Position Description:

Position: Secretary

Member of Club Executive Committee: Yes

Length of Tenure: Unbounded

Scope of Role:

The Secretary's role is key in managing the administrative duties of the Alpine Cycling Club for both legal and operational purposes. This scope ranges from ensuring that the appropriate governmental bodies have up to date information and registration of the Alpine Cycling Club Inc through to ensuring that regular meetings are organised and minuted. Within this range is ensuring that the Secretary role provides a point of contact for external parties who may wish to communicate and / or conduct business with the club. The role also has an important function on the Club's Executive Committee in the provision of information and adding value to the work that the Executive Committee needs to conduct.

Primary Functions:

- Perform Secretarial Duties as per the Consumer Affairs Victoria Act:-
 - o Ensure annual reporting is carried out within time restrictions
 - o Ensure Association registration fees are paid
 - o Provide membership details and monthly maintenance of members register.
 - o Ensure Annual General Meeting is conducted according to the Club Rules
 - o Hold a copy of the Club's Common Seal (Association Certificate)

- Appointment of a new Secretary must be notified to CAV within 14 days
- Ensure that adequate notification of the AGM is provided to all members and that voting process for all Executive Committee roles is organised
- Ensure that Agendas for Monthly Club Meetings and AGM's are compiled and distributed to the membership
- Ensure that Action Plans resulting from Meetings are compiled and maintained
- Ensure that Club's postal and email correspondence is compiled and tabled at each Club Monthly Meeting
- Ensure that Club Monthly Meeting and AGM minutes are compiled and distributed within a timely manner
- Support all other Club Functions with information and value-adding organisational work
- Be a current ACC member
- Be an active participant in succession planning and foster an environment of collegiality and support to others.
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

Key Skill Attributes:

- Sound communication skills both verbally and written
- Good working knowledge of computing programs relevant to role (eg. MS Office suite, GSuite, Mail chimp etc)
- Reliable checking and follow up on communications (postal and email)
- Diligence in maintaining records
- Regular attendance at Club Monthly Meetings (eg > 9 meetings per annum)

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Document Author: Peter Gough

