

Student Life Club Secretary – Position Description

1. Objective of Role

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, RMIT obligations, and ensure the club is always run according to these core requirements.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers. The Club Secretary is also responsible for maintaining the club's membership database.

2. Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

1. General

- Handle inward and outward correspondence
- Issue notices and other circulars
- Act as one of the check signatories for the Club bank account

2. Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at a week prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within a week of the meeting. These need to be circulated to other committee members and also to the RMIT Student Life team.
- Maintain official minutes.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are confirmed by the President as being true and correct.

3. Player and team administration

- For relevant clubs, ensure teams or groups are entered in the correct competitions
- Ensure all players or members are registered and cleared to play or participate in their nominated teams where applicable

- Enter teams in their relevant competitions where applicable
- Book venues for training and match day competitions where applicable
- Ensure all players are registered and cleared to play in their nominated teams where applicable

4. Communication

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- Along with the President, be the clubs point of contact for key stakeholders including, members, and RMIT Student life.

5. Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, position descriptions.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

3. Succession planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary can be easily recruited. An effective succession planning strategy is to consider the years ahead for the club and identify members who would be interested in various executive roles it is also important to consider who on the current committee would be interested in continuing their role in the future. Succession planning is also highlighted in the Business Canvas which is completed at the beginning of each year.

4. Requirements

The Secretary is expected to:

- Act in the best interest of the members always
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

5. End of year hand over

1. Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

2. Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.