

# St Andrews Cricket Club

## **JOB TITLE:**

Secretary

## **OBJECTIVE:**

The Secretary is the chief administrator and provides the coordinating link between members, the committee and outside agencies.

## **RESPONSIBILITIES:**

- Establish a meeting schedule for general and Executive Committees for the current year and any Club events.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General meetings of the Club, distribute in accordance with the Rules of the Club and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain registers of members' names and addresses, also life members and sponsors.
- Post membership package to all inquiries.
- Be familiar with the rules of the Club, League, Commission, State Sporting Association and any other body that has governance to give advice to the President and Committee as required.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses required by the Club are current.
- Be responsible for the administrative support, including being the contact person for the Good Sports Program.
- Coordinate all team reports, Umpires reports and press reports.
- Process all inwards and outwards players clearance applications in consultation with the Team Captains and Committee.
- Act as the Public Officer of the Club (Incorporated Association).
- Complete Annual Reports as required for the Incorporations Act.
- Maintain sponsorship records.
- Notification to all bodies concerned re changes to committee members (maintain club records).
- Maintain file of contacts for purchases eg. Letterheads, glasses etc.

## **RELATIONSHIPS:**

Reports to the President and General Committee.

Liaises with the President as and when required.

Liaises with all Managers and the General Committee.

Liaises with League and Commission management members.

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Liaises with all external contacts including Reserve Management Committee and the City Council.

Supports the coaches, captains, match committee & support staff.

### ACCOUNTABILITY:

- The Secretary is accountable to the President & General Committee.
- The Secretary shall provide a monthly report to the General Committee.

**The estimated time commitment required as the Secretary is up to 1 hour per week during the season. More at the start of the season.**

### DESIRABLE SKILLS:

- Plenty of enthusiasm and dedication
- An interest in people
- Good leadership skills
- Discretion and tact
- Good listening skills
- Effective communicator
- Clear thinker and positive attitude
- Able to maintain confidentiality on relevant matters
- Able control and supervise others
- Organise and delegate tasks
- Well organised
- Dedicated club person

### DESIRABLE KNOWLEDGE:

- Minute taking skills
- Typing/computer skills
- Negotiating skills
- Empathy with people
- Communicating skills