



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

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Position Secretary

Purpose: The secretary is the key administration officer of the club. This person provides the link between members, the club executive committee and outside agencies such as LSV, SLSA.

Desirable Attributes:

Administration Skills

Well organised and a good communicator
Competent word processing skills
Understanding of office systems and procedures
Dedication and loyalty
Goal oriented and self-motivated
Decision making and delegation
Management and supervision of other staff/volunteers

Personal Qualities

Lots of energy and enthusiasm
An interest in people with good listening skills
Initiative Tact and discretion
Commitment
Good understanding and knowledge of the organization and its activities
Reliable and trustworthy
Problem solver and positive thinker –

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of TSLSC's records
- Manage Minutes of Committee meetings and ensuring minutes are distributed to after each meeting
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current TSLSC documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorize people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the TSLSC are maintained as required by law and made available when required by authorized persons.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.

- Ensure that proper notification is given of Committee and TSLSC meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others. Read , respond and file correspondence accordingly
- Maintain club calendar
- Help and lead the Committee in providing systematic communication from the Committee to TSLSC members and other relevant stakeholders
- Collate and arrange for printing of the annual report
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the TSLSC AGM
- Maintain registers of members 'names and addresses, life members and sponsors
- Responsible for correspondence of the club committee and sub-committees
- Keeper of the club seal and official documents