



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

Secretary

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

The Secretary is the chief administration officer of the club. In partnership with the President, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies, and procedures.

2. Reports

The Secretary reports directly to the President.

2.1 Direct Reports

- Social and Fundraising Coordinator
- Online and Social Media Coordinator

3. Key Responsibilities

Primary responsibilities for the role of Secretary include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- In conjunction with the President, convene all committee meetings and general meetings.
- Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- Attend all Committee meetings.
- Maintain meeting minutes, and that actions required from meetings are fulfilled.
- Manage all general club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.
- Maintain club documentation ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, rules, by-laws, policies, and procedures etc.



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- Assist the committee in its strategic planning and decision-making.
- With support from committee members, complete Annual Report.
- Work with the appointed public officer to support the requirements of the club and this position.
- Ensure compliance with mandatory requirements including but not limited to Working With Children Checks.
- Manage the Health and Wellbeing framework of the club.

4. Desirable Skills and Knowledge

- Ability to effectively and efficiently implement the organisations administration and management requirements.
- Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
- Good organisational, record keeping and people skills.
- Competency in Microsoft product suites.
- Good communication skills including written and oral.
- Strong interpersonal skills.
- Dedicated club person and good role model when representing the committee.