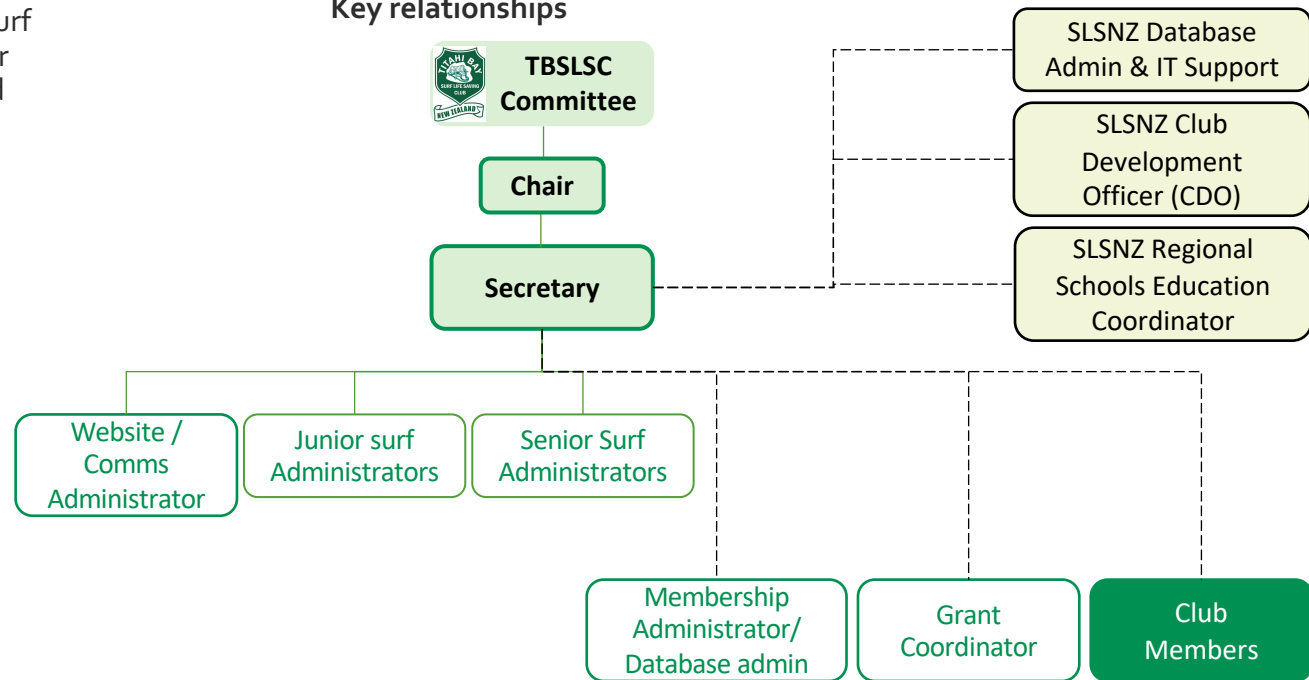


Role Description for: **Club Secretary**

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will support the chairperson in championing the code of conduct and ensuring the smooth functioning of the TBSLSC Committee. The Secretary acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation. The Club Secretary is a member of the Club Executive.

Key relationships



Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Delivers on their commitments.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.
- Active in the club.

Key

Committee role

Role within supporting structure

Club Members

External Stakeholders

— Reporting line

- - - Indicates a relationship

Role Description for: **Club Secretary**



Responsibilities and Duties

General Responsibilities

- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Report any risks or incidents to the Chair
- Inform Lifesaving Co-ordinator of new members that require lifeguard training. Refer potential new members to appropriate coordinator.

Meeting responsibilities

- Prepare the meeting agendas in consultation with the Chairperson.
- Make arrangements including venue, date, and times for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from Committee members.
- Take the minutes of meetings. Write up the minutes as soon as possible after the meeting. Manage an action point and decisions register.

Communications

- Read, reply and file correspondence promptly.
- Oversee club communications including newsletters, social media posts, and the club website to ensure all members are informed of club activities.
- Communicate information between SLSNZ and members, such as event deadlines.
- Maintain the 'Titahi bay SLSC' Facebook page.
- Delegate but remain accountable for any of the above duties.

Annual responsibilities

- Call for and receive nominations for committees and other positions for the club/group AGM.
- Compile and arrange for the printing of the annual report.
- Ensure the annual performance report is registered with the Charities Commission.
- Publish the AGM minutes for the members.

Member responsibilities (can be delegated)

- Maintain registers of members' names and addresses, life members and sponsors.
- Process new members and member transfer applications in conjunction with Treasurer.
- Work with junior and senior surf administrators to support them to process membership subscriptions.
- Enter athletes into competitions

Other responsibilities

- Maintain files of legal documents such as constitutions, leases and titles.
- Contributes to and coordinates the Clubs *Calendar* which details the schedule of all key activities
- Manage any Clubhouse bookings
- Manage and record Honours and Awards data.
- Work with the Grants Coordinator to keep the Clubs Grants Register up-to-date.
- To sit on complaints panels as required.
- Undertake any other activities as required by the Committee.