

CLUB SECRETARY JOB DESCRIPTION (SAMPLE ONLY)

The Secretary is the chief administration officer of the _____ club/group. This person provides the coordinating link between members, the management committee and outside agencies including the NZ Clay Target Association.

The Club secretary may not be the same person as the shoot secretary (the person who is in the office during shoot days). These duties are listed separately under the Secretaries Manual.

The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.

The secretary is directly responsible to the President of _____ and the members of

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson/President.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Take the minutes of all meetings and distribute to appropriate people.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Call for and receive nominations for committees and other positions for the club/group AGM Collate and arrange for the printing of the annual report.
- Maintain up to date and accurate registers of members' names and contact details including life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- Process membership transfer applications; enter teams in competitions; represent your club/group at area meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines and other information.
- Monitor administration supplies, keys and office supplies.
- Manage all day-to-day requirements for bar staff and catering.
- Work closely with the club President.
- Keep members informed of club activities.

- Other tasks: handle venue bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of _____ is _____ hours per week.

The time commitment required as the Secretary of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The Secretary is appointed for a _____ period.