



BRISBANE WEST REGIONAL BASEBALL



Southern Stars Ipswich Musketeers

Toowoomba Rangers Western Districts



Secretary

The Secretary is the chief administration officer of the Brisbane West Regional Baseball. This person provides the coordinating link between members, the management committee and outside stakeholders and organisations. The roles of the Secretary should include:

1. Attend all meetings of the Brisbane West Regional Baseball
2. Prepare agendas for all Executive, Management and General meetings
3. Inform Committee members of the time, date and venue for meetings
4. Take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive, Management and General meetings, and make copies available upon request
5. Keep the records of the organisation.
6. Call for nominations for Brisbane West Regional Baseball positions prior to the AGM
7. Conduct correspondence on behalf of the Brisbane West Regional Baseball with other persons or bodies and in all respects carry out the directions of the Committee.
8. Hand over to the incoming Secretary all records of minutes, inward and outward correspondence in their possession and all other property relating to the club in complete form.
9. Maintain confidentiality on relevant matters.
10. Service the Brisbane West Regional Baseball's post office box