

PORT MELBOURNE BASEBALL CLUB

Position Description

Job Title: Secretary

Purpose:

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Committee's business was conducted.

In order to fulfil these responsibilities, and subject to the Port Melbourne Baseball Club's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the Committee, and performs other duties as the need arises and/or as defined in the bylaws.

Key Responsibilities:

- Attend all Committee meetings.
- Assist the Club with duties as designated by the Committee.
- Have a sound understanding of the league, BV rules and By Laws.
- Authority to enforce decisions made by the Committee.
- Prepare the agenda for Committee meetings in consultation with the President.
- Make arrangements including venue, date, times and hospitality for Committee meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers;
- Call for and receive nominations for committees and other positions for the club AGM;
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Process Clearance applications.
- Enter teams in competitions.
- Maintain MyClub Database.
- Represent your club at BV meetings.
- Communicate information between Association and club members, such as event deadlines.

Reports to:

- Committee.
- President.

Qualifications:

- Good knowledge of basic computers packages (email, word and excel).
- Can communicate effectively.
- Well organised.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.
- Pleasant manner, patience, problem-solving ability, dependability.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.