

## **Duty Statement: CLUB SECRETARY**

### **1. GENERAL REQUIREMENTS OF THIS POSITION**

As part of the Club's Management Committee, the Club Secretary shares a collective responsibility to undertake the following duties on a volunteer basis.

1. Oversee General Club Management
2. Attend Management Committee Meetings and;
3. Exercise the powers of the Management Committee under the Club's constitution.

These collective responsibilities are detailed in Attachment 1.

### **1.2 SPECIFIC REQUIREMENTS OF THIS POSITION**

In addition, the Secretary carries specific responsibilities with respect to the Club's operation. These are;

1. To fulfil the aspects of Management Committee Administration as specified in Section 2.
2. To fulfil the aspects of Sub-Committee Administration as specified in Section 2.
3. To fulfil the aspects of General Meeting Administration as specified in Section 2.
4. The Operational aspects of the role as specified in Section 2.

### **1.3 Legislative Requirements of this position:**

As a member of the Management Committee the Club Secretary must collectively ensure that the club complies with the requirements of the Associations Act (2003).

## 2. SPECIFIC TASKS ASSOCIATED WITH THIS ROLE

SPECIFIC RESPONSIBILITIES OF THE SECRETARY			
<b>Management Committee Administration</b>	1	8	Notify applicants for membership as to the outcome of their application
	2	9.3	Make available to any member who applies for it, the inspection of the clubs member register
	3	12.1	Accept and communicate to the MC any written notice by a member of their resignation from the club
	4	14.4	Accept and communicate to the MC any written resignation by a member of the Management Committee
	5	32.1	Accept any written resignation by a member of a Committee other than the MC
	6	14.5	Accept and communicate to the MC any written notice of a motion to remove a member of the MC at a general meeting not less than 10 days before a General Meeting
	7	17.1.2	Convene special meetings of the Management Committee upon receiving a signed notice from not less than 1/3 MC clearly stating their reasons and the nature of the business to be transacted
	8	17.1.6	Give not less than 7 days notice to Members of the management committee of any special meeting.
	9	30.7.7	Produce full and accurate minutes of all questions, matters, resolutions and other proceedings of every MC meeting and general meeting to be entered into a book to be opened at all reasonable times.
	10	n/a	Act as the Club's Public Officer
<b>Sub Committee Administration</b>	11	22.3.1	receive written nominations for eligible members for position on the House Committee not less than 14 days before the AGM
	12	24.3.2	receive written nominations for eligible members for position on the Social Committee not less than 14 days before the AGM
<b>Club General Meeting Administration</b>	13	30.6.1	Convene all General Meetings by giving notice to all members of the club not less than 14 days before the meeting
	14	60.6.4	Convene all Special General Meetings by giving notice to all members of the club not less than 21 days before the meeting
	15	30.7.7	Produce full and accurate minutes of all questions, matters, resolutions and other proceedings of every MC meeting and general meeting to be entered into a book to be opened at all reasonable times.
<b>Operational Requirement</b>	16	n/a	Log on to, read and respond (as required) to <u>all</u> e-mails communicated to the Club E-mail address associated with this role on a weekly basis
	17	n/a	Participate in occasional meetings on-site with Club Managers and other Committee members

## 3. CONDITIONS OF APPOINTMENT TO THE POSITION

### 3.1 Appointment Period

Under the constitution, appointment to this position will be for a period of 2 years and will expire at the AGM to be held in 2019. Should you choose to stand for election for this position you will be eligible to do so under the conditions set forth in the club constitution.

### 3.2 Appointment Basis

Upon election as the Club Secretary of the Darwin Sailing Club:

You will be required to perform all duties set out in this duty statement, plus any other duties reasonably associated with your position and/or specifically agreed and minuted by the Management Committee.

You must perform your duties diligently and faithfully, following all lawful requirements of your position.

### **3.3 Conditions of Appointment**

The conditions of your appointment are governed by the Associations Act 2003 and the Constitution of the Club.

The policies and procedures of the club, as varied from time to time, are binding on all members and employees of the Club.

### **3.4 Time Commitment associated with this Role**

It is expected that to fulfil the duties associated with this position a minimum of 5 hrs a week is required and attendance at monthly meetings of the Management Committee for a further 2.5 hours.

### **3.5 Leave**

Leave may be granted by the Management Committee:

- From Standard Meetings for a maximum of 2 consecutive meetings.
- For Extended Leave Periods.

### **3.6 Resignation**

Resignation from the Management Committee may be made by written notification to the Club Secretary. The resignation will be effective upon receipt unless a date is specified in accordance with the constitution.

### **3.7 Confidentiality**

You must not reveal or use, either for your own benefit or anyone else's, any confidential information which you may acquire during your appointment. This obligation will still apply to you after your appointment with The Darwin Sailing Club Inc. has ended.

#### 4. ACKNOWLEDGEMENT & ACCEPTANCE OF THE DUTIES

I hereby agree to perform all duties set out in this duty statement to the standards set forth by the Club's Code of Ethics and Conduct (2016).

I hereby acknowledge that, subject to the conditions specified by the Constitution, my performance may be reviewed by the Management Committee.

Please sign below and return this letter to the Club Secretary to accept the above terms and conditions.

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Signed

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Dated

## ATTACHEMENT 1

COLLECTIVE RESPONSIBILITIES OF A MANAGEMENT COMMITTEE MEMBER			
KPI	#	Const. Ref.	Requirement
<b>General Club Management</b>	1	16.1.1	General Control of and management of the administration, property and funds of the club
	2	16.1.2	Authority to interpret the constitution on any matter relating to the constitution is silent
	3	16.1.3	Appoint a club archivist who shall be responsible for keeping all club histories and club related records
<b>Attend Meetings of the club</b>	1	17.1.1	Attend meetings at least every calendar month
	2	17.1.2	Attend special meetings of the MC as convened by The Secretary
	3	17.1.4	Decide matters using a majority rules vote with the Chairman having, where required, as casting vote
<b>Exercise the Powers of Management Committee to</b>	1	4.2	To invite any person and up to two other persons to act as the patron and the vice patrons of the Club annually
	2	8	Consider, approve or reject applications for membership in accordance with the Constitution (section 8)
	3	8.2	Post or cause to be posted membership application forms for a period not less than 14 Days
	4	9.1	Ensure that a current register of members is kept on the premises
	5	11.1	Develop and approve annual budgets
	6	11.1	Decide fee structures for annual membership, for approval at the next Club General Meeting
	7	13	Be prepared to act as part of a mediation process in resolving grievances or complaints
	8	13.3	Expel members as per the requirements of the Constitution
	9	15.1	Appoint Members to fill casual vacancies on the Management Committee
	10	16.2.1	Arrange and manage payments made by the club
	11	16.2.2	Borrow funds on behalf of the club
	12	16.2.3	Invest the funds of the club
	13	17.2.1	Delegate authority to sub-committees.
	14	17.2.2	Act as part of a sub-committee as formed by the Management Committee
	15	17.3	Repeal and amend Rules in the interest of the club and within the Constitution
	16	17.4	Ensure that current yearbook represents most current rules
	17	17.5	Act as a group in accepting actions agreed by the Management Committee
	18	17.6	Be prepared to sign-off on resolutions outside committee meetings if so requested
	19	32.1	Appoint any eligible member at any time to fill a casual vacancy on a committee until the next General Meeting
	20	35.1	Provide for alterations to the Constitution to be ratified by member vote as per Section 35
	21	36.1	Provide for a common seal and it's safe custody
	22	37.1	Provide for the safe custody of books, documents, instruments of title and securities of the club