

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Club Secretary & Public Officer

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - Treasurer
 - **Secretary**

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - Asset Management Officer
 - Governance Officer
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board, in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Club Secretary (and Public Officer?)

The position:

Purpose of the role	Responsible for the documentation and communication of the activities of the Board, including preparing meeting agendas, controlling and distributing minutes, receiving and disseminating correspondence, and fulfilling the legal requirements of the Public Officer position.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Maintain records of the Board and ensure information is effectively managed and stored • Manage minutes of Board and other meetings, including drafting, reviewing, finalising, circulating and filing minutes • Develop agenda in consultation with the Commodore and other Board members, and distribute prior to meetings • Ensure accurate and sufficient documentation exists to meet legal and constitutional requirements • Ensure all records are maintained, and where relevant lodged with the relevant authority, in accordance with DSC and legal requirements, including current version of the constitution, lists of Board members, Board meeting minutes, financial reports and other official records • Provide an up to date copy of the Constitution at all meetings • Manage correspondence in and out • Uphold the legal requirements of the Public Office position, including receiving legal notices from the licencing authority, filing end of year reports with the licencing authority, and managing accessibility to the up-to-date constitution
General Board tasks and responsibilities	<ul style="list-style-type: none"> • Contribute to the establishment of the DSC's strategic direction and priorities • Interact with key stakeholders to inform them of achievements and to seek their input into determining strategic goals and direction • Regularly scan the external operating environment to ensure ongoing relevancy of the DSC's strategic direction and priorities • Monitor the DSC's operational performance, financial viability and progress against strategic and business plans and budget outcomes • Report back to members and stakeholders • Contribute to the development of the policy and governance frameworks for the DSC • Review, and update as necessary, the DSC's corporate governance structures, including standards of ethical behaviour and social responsibility • Undertake regular review of Club and Board performance with the aim of continuous improvement, succession planning and continuity • Develop and maintain key relationships between the DSC and its stakeholders, members and other key individuals/organisations • Appoint, induct and contribute to the ongoing development of key Board-appointed positions • Contribute to the setting of targets to evaluate the performance of and reward of the General Manager • Ensure organisational compliance with relevant legislation, regulations, lease conditions and organisational policies and procedures • Provide advice and guidance to the General Manager as required • Contribute to the ongoing performance and viability of the DSC

Method of appointment	Appointed by the Board for a two-year term.
-----------------------	---

Requirements for the role:

Desired skills or requirements	<ul style="list-style-type: none"> • Well-developed record management skills • Well-developed attention to detail, accuracy and organisational • Experience in minute-taking
Key skills/abilities	<ul style="list-style-type: none"> • Computer literacy • Willingness and ability to be readily contactable and approached by members and others • Understanding of and ability to fulfil the legal and minimal requirements of the Public Officer duties
Experience and knowledge	<ul style="list-style-type: none"> • Good understanding of governance and Board responsibilities • Well-developed communication skills and willingness to build effective relationships • Demonstrated ability to attend to detail with a high level of accuracy
Personal attributes	<ul style="list-style-type: none"> • Genuine interest in sailing and the Darwin Sailing Club • Genuine interest in governance and/or information management processes and systems • Detailed knowledge of and ability to interpret DSC constitution • Willingness and ability to assist DSC Board members as needed
Commitment	This role is expected to require a time commitment from the incumbent of up to 10 hours per week. Attendance at the monthly Board meeting is also expected.