



# POSITION DESCRIPTION

## SECRETARY

<b>REPORTS TO:</b>	President
<b>CLASSIFICATION:</b>	Voluntary
<b>COMMITTEE MEMBER:</b>	Yes
<b>TIME COMMITMENT:</b>	4 hours per month, variable

---

### ROLE SUMMARY

The Secretary is a key role within the Whitehorse Mustangs (the Club), reflected in its inclusion on the Executive Committee. The Secretary's main role is to make sure the Club meets its obligation under the Rules of Association. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

### ROLE DESCRIPTION

The Secretary is responsible for the following duties at the Club:

- Preparation and distribution of meeting agenda
- Accurate recording of minutes and distribution within 7 days of meetings
- Storage of agendas and minutes on the Committee shared drive
- Preparation of AGM documents and notices
- Submission of annual statement to Consumer Affairs within 1 month of AGM
- Respond to general communication from Domestic Leagues and Basketball Victoria (BV)
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- Assist with general business as required

### SKILLS

- Good communication and negotiation skills
- Sound understanding of compliance requirements for community sport

### QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

### MANDATORY REQUIREMENTS

- Competent with Microsoft Office and Google Workspace
- Working with Children Check
- Basketball Victoria Member Protection Statutory Declaration
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies