



## POSITION DESCRIPTION

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Position: Secretary

Member of the Executive Committee

**Responsibility:** This position has responsibility for ensuring that the Malvern Tigers Basketball Club complies with the secretarial requirements of its Constitution and Rules of Association. It also is the focal point for communication within the Club and with the Waverley Basketball Association, (WBA). Maintenance of the Club's forward calendar and the setting of key dates is also included.

**Background:** This is a key role within the Club as the Secretary is the point of contact for player and team enquiries and liason with WBA on behalf of the Club. Good communication is the key to successfully running of any organisation and this role is pivotal in ensuring this on behalf of the Club.

The Secretary is critical to both the ongoing governance and management of the Club and to the facilitation of communications both within the Club and with WBA and other external parties.

Tasks:

- Organise Committee and Executive Committee meetings in accordance with the Club's Constitution, usually one meeting per season and the AGM in October. Ensure that an accurate record of those meetings is maintained by documenting an Agenda and Minutes.
- Set key Club dates and forward calendar.
- The Secretary is the sole point of communication with WBA. The Secretary should remind the membership of this communication requirement from time to time. The Secretary should act as a conduit between officers/members and the Web Administrator for the updating/modification of the website. The Secretary should always be copied in on any communication between the Membership Officer and the Web Administrator.
- Maintain a register of Club documentation including the Constitution, Policies and Position Descriptions.
- The Secretary will prepare and circulate a Season Start Letter outlining relevant information about the upcoming season. This letter should be concise and should direct members to more details on our Website.
- Organise the Presentation Day at the end of each season. This includes organising a BBQ Coordinator, requesting award winner's details from Coaches, ensuring that trophies are purchased and distributed, communication and advertisements.
- Organise Cubs Clinic Coordinator and ensure that 2 Cubs Clinics are held each year in Terms 1 & 3. Organise advertising and communication of Cubs Clinics.
- Register teams and their grades with WBA prior to the commencement of each season.
- Organise stadium passes for coaches prior to the commencement of the season
- Co-signatory of the Club's bank account and authorise Club payments in conjunction with the Treasurer
- Register as the Public Officer with Consumer Affairs and ensure that annual returns are completed in an accurate and timely manner



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- Set up communication channels with Team Mangers and AGCs and ensure that they receive all essential communications in a timely manner
- Work closely with the other Executive Committee members on issues of Club policy as required.

Effort: This is a voluntary position within the Club and is key to its success