

# **PORT ADELAIDE CYCLING CLUB**

## **ROLE STATEMENT**

### **SECRETARY**

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The Secretary is elected by the membership of the Club at the Annual General Meeting and is the chief administration officer. The Secretary is directly responsible to the President, the Committee and Club members.

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations and ensure that Club is run according to those core requirements at all times.

The Secretary is also the officer responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, registers, Role Statements, etc). The Secretary is responsible for collecting key club information created and used during the year and previous years and should co-ordinate the handover of that information and knowledge to the incoming committee and relevant volunteers.

The general responsibilities of the Secretary are wide and varied and may include, but is not limited to the following responsibilities.

#### **Governance**

- Key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations and ensure the club is run according to these core requirements at all times.
- Ensures the preparation and adoption of appropriate Club policies and procedures.
- Maintains the Club's DCSI portal to ensure Working with Children checks for Committee Members, Coaches and Commissaires are current.
- Acts as Club representative on the Cycling South Australia Affiliated Clubs Consultative Committee.
- Acts as Child Safe Officer for the Club.
- Ensures governance arrangements of sub-committees are met.

#### **Meetings**

- With the President prepares the agenda in advance of meetings.
- Organises meeting papers for distribution prior to each meeting.
- Takes minutes at each Committee meeting and circulate to members.
- Takes minutes at the Annual General Meeting and circulate to members.
- Maintains the Club's Action List and assignment of tasks to members.

#### **Administrative and Management**

- Maintains and organises Club records and documents.
- Receives, reads and responds appropriately to Club correspondence / communications in consultation with the Committee.

- Acts as returning officer for nominations Committee positions.
- Manages membership responsibilities and tasks.
- Establishes process for welcoming and onboarding of new Club members.
- Administers the Office of Recreation and Sport's Sport Club Voucher scheme.
- Carries out other duties as assigned.
- Serves on and contributes to other sub-committees as required.

### **Media / Promotion**

- Contributes to the Club's social media / newsletter / website.
- Ensures monthly communication to members via newsletter.
- Promotes the Club in the community as opportunities arise.

### **Essential Skills and Requirements**

- Holds (or acquires immediately after election to the Committee) a current "Working with Children" police check.
- Effective Communication skills.
- Remains well informed of the club, its functions and activities.
- Is aware of the future direction and plans of the Club and Committee.
- Has a good working knowledge of the rules of the club, the duties of committee members and sub-committees.
- Is a supportive leader for all members and the broader cycling community.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated to the Port Adelaide Cycling Club.

### **End of Term Handover**

The Secretary will ensure that any operating / procedure documents are created and maintained throughout their term.

The Secretary will review and revise their position description to ensure it continues to reflect the requirements of the role.

A suite of updated Policies, operating / procedure documents, Position Descriptions and other key Club documents will be collated by the Secretary prior to the Annual General Meeting each year, to be handed over to the incoming Committee as required.

The Secretary will also train, mentor and support the incoming Secretary in the initial stages of their appointment to the role.

## **Commitment**

The Secretary will attend monthly Committee meetings as arranged by the Committee. If the Secretary is unable to attend a meeting, apologies will be forwarded to the President as soon as practical, but prior to commencement of the meeting.

The Secretary would also be expected to undertake other duties as identified in the Position Description for a General Committee Member.