

SECRETARY

POSITION DESCRIPTION 2023

1. Prepare Committee meeting agendas in conjunction with President and to assemble meeting material for circulation to members prior to Committee Meetings.
2. Deal with Club correspondence.
3. Attend Committee meetings held on the first Monday of each month during the season.
4. Arrange and authorise payment of Club insurances.
5. In conjunction with Director Events to arrange for renewal and payment for liquor licenses for Bar & Green Shed and Sunday games as appropriate.
6. In conjunction with the President to be responsible for dealing with League directives.
7. Deal with general enquiries.
8. To be available to perform the duties of a member of the Committee Executive to assist with administrative decisions between Committee meetings in particular.
9. To assist to establish and fill a position Promotions Co-ordinator and to be responsible for the maintenance and promotion of the Club's Business Directory.
10. Maintain Club Honour Boards.
11. Prepare and circulate AGM notice and Agenda..