



## **Little Athletics Chelsea**

### **Centre Secretary Duty Statement**

#### **Objectives**

To ensure that appropriate administrative support is provided to the President and committee of the Centre. The Secretary is the primary administration officer of the committee and provides the link between the Executive Council (Committee), Clubs, Centre members and outside agencies.

#### **Responsibilities**

- The Centre Secretary shall be appointed the Manager of the Communications Department within the Centre and shall manage the following positions:
  - Website Manager;
  - Website Manager;
  - Newsletter Editor;
  - Working with Children (WWC) Registrar.
- Maintain Centre database with details of Athletes and Ordinary Members in conjunction with Registrar and Club Presidents including the following:
  - Email addresses, telephone numbers and addresses and athletes dob;
  - All new athlete registrations to be entered into data base;
  - Maintain a Contact database for Little Athletics Victoria (LAV), Kingston City Council (KCC) and outside organisations that have a relationship with the Centre.
- Establish a meeting schedule for the Committee for the current year
- Maintain an accurate copy of the Rules and By-Laws of the Centre
- Provide administrative support to the Committee in ensuring all LAV responsibilities are dealt with appropriately
- Be familiar with the rules of the Centre, LAV and any other body that has governance to give advice to the President and Committee as required
- Prepare agenda for Committee meetings in conjunction with President and Committee
- Prepare minutes of all Committee meetings of the Centre and distribute in accordance with the Rules of the Centre.
- Maintain a file of Centre minutes and correspondence, including copies of all items of correspondence generated on behalf of the Centre by members of the Committee.
- Receive all correspondence, including mail in the Centre's PO Box, directed to the Centre and distribute as required
- Forward to LAV and / or to the Region Secretary, any information or details that are requested from time to time by those bodies.
- Pass on to the Website Manager any appropriate information that can be displayed on the Centre's web site
- Take responsibility for seeing that letters are written and replied to
- Relay LAV correspondence to the Committee in a timely manner
- Ensure all insurance required by the Centre is current and distribute a copy to KCC
- Prepare a comprehensive report of all activities of the Centre for presentation to the membership at the Annual General Meeting
- Provide to LA Vic a personal email address for forwarding of emails from the Centre's generic email address

#### **Relationships**

- Reports to the President and Committee
- Liaises with the President and Committee and Clubs as and when required

- Liaises with all external contacts (E.g. LA Vic, KCC, other Centres, SMR)

**Accountability**

- The Secretary is accountable to the President and the General Committee

## **Calendar**

The calendar and checklist below is a general guide to the tasks for completion during the year. It is designed for you to delegate individual tasks to other committee members during busy times, to assist you in the role of Club Secretary.

### **January**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

### **February**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

Call for nominations for Centre Executive Council (use nomination form)

Call for AGM motions including Constitution amendments

Distribute notices of AGM to members (minimum 35 days notice)

### **March**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

Distribute minutes of AGM to Regional Secretary and to LA Vic

Distribute List of Executive Council members and contact details to Regional Secretary and LA Vic

Organise WWC cards for Executive Council members in conjunction with WWC Registrar

Complete Annual Report, including audited financial statement and distribute to Regional Secretary and LA Vic and make available to Centre members

### **April**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

### **May**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

### **June**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

### **July**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

### **August**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

Prepare and submit affiliation forms to LA Vic

Prepare an equipment list in conjunction with the facilities Manager and submit to LAV

Submit Summer Ground Application forms to KCC

Proof read Centre handbook

### **September**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

Distribute a copy of the Centre's insurance certificate to KCC

### **October**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

**November**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)

**December**

Prepare: Executive council meeting agenda, meeting minutes (distribute to SMR), correspondence summary (attach to minutes)