The Club Secretary is the chief administration officer of the .......................................Club. This person provides the coordinating link between members, the management committee and outside agencies.

The Club Secretary is directly responsible to the President of ................................. and the members of ........................................... Club.

**Responsibilities and Duties**

The Club Secretary should:

* Call and attend all General Meeting and all Committee meetings
* Prepare the agenda for club meetings in consultation with the President.
* Make arrangements including venue, date, times and hospitality for club meetings.
* Send adequate notice of the meetings.
* Collect and collate reports from committee members.
* Call for and receive nominations for committees and other positions for the club/group AGM.
* Take the minutes of meetings and write up the minutes as soon as possible after the meeting.
* Submit correspondence and reply thereto according to the directions of the meetings.
* Maintain registers of members’ names and addresses, life members and sponsors etc.
* Keep all records and maintain files of legal documents such as constitutions, leases and titles etc.
* Respond to general duties and clerical work of the Club.

**Knowledge and Skills Required**

Ideally the Club Secretary is someone who:

* Can communicate effectively.
* Is well organised and can delegate tasks.
* Can maintain confidentiality on relevant matters.
* Has a good working knowledge of the constitution.

**Estimated Time Commitment Required**

The estimated time commitment required as the Club Secretary of ...................................... Club is ............. hours per week.

The Club Secretary is appointed for a ................. period.