



SECRETARY

DUTY STATEMENT

Purpose

Provide governance leadership and administrative support to ensure the effective operation of the Board, compliance with the Constitution and accurate management of the Club's official records.

Primary Responsibilities

- Prepare agendas in consultation with the Commodore for Board Meetings, General Meetings and the Annual General Meeting.
- Record accurate minutes of all meetings and ensure decisions and actions are documented appropriately.
- Maintain the Club's governance records, registers and official documents.
- Manage incoming and outgoing correspondence on behalf of the Club.
- Ensure notices required under the Constitution are issued within prescribed timeframes.
- Maintain the Club's statutory records, policies and governance documentation.
- Coordinate Board communications and distribute meeting papers and supporting documentation.
- Ensure resolutions of the Board are accurately recorded and implemented where appropriate.
- Maintain secure custody of important governance documents including leases, licences, agreements and legal records.
- Assist with the preparation of the Club's Annual Report and Annual General Meeting documentation.
- Support Directors with governance advice and constitutional requirements where appropriate.
- Ensure governance practices remain consistent with the Constitution, relevant legislation and Board policy.

Key Relationships

Works closely with the Commodore, Treasurer, Directors, Management Roles, members, regulatory authorities and external organisations where governance matters arise.