



Honorary Secretary: David Cleland, 13 Montrose Court, Greenvale VIC 3059
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Position Description VSA Secretary

Summary

The secretary is the key administration officer of the club and provides the link between club members, the VSA committee and external organisations. The secretary maintains records of club members, prepares and maintains agendas and minutes for the VSA committee, the VSA AGM and Club President meetings.

Core Responsibilities

1. Over see all regulatory responsibilities and ensure the VSA complies with the VSA Incorporation Rules and the Incorporation Associations Act
2. Notify Consumer Affairs of club changes (i.e. change of club incorporation rules or committee members)
3. Submit annual club financial statements to Consumer Affairs
4. Maintain register of clubs
5. Mail/correspondence – inward/outward
6. Ensure correct meeting procedures are used including the preparation and circulation of committee, AGM/EGM's and Presidents' agendas and meeting minutes
7. Contribute in the development and implementation of VSA strategic plans and goals.
8. Communication and public relations – inward/outward
9. Maintain relationships with selected Clubs via the VSA buddy system
10. Keeping records
11. Arranging functions
12. Supporting club events/activities

Administration Skills

1. Well organised
2. Task and time efficient
3. Good communicator
4. Competent word processing skills
5. Telephone skills
6. Understanding of office systems and procedures
7. Dedication and loyalty
8. Goal oriented and self-motivated
9. Decision making and delegation

Personal Qualities

1. Lots of energy and enthusiasm
2. An interest in people
3. Initiative
4. Tact and discretion
5. Commitment
6. Good listening skills
7. Good understanding and knowledge of the organisation and its activities
8. Reliable and trustworthy
9. Problem solver and positive thinker

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