



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Secretary - Job Description

Position Title	Secretary
Location	Albany
Date Edited	January 2024

Position Summary

Description	Record, collate, disseminate Association meetings and correspondence, and function as custodian for Association documents.
Responsible to	President
Positions under Supervision	Uniforms Coordinator
Associated Functions	Records/Permits Finance Director
Role Duration	12 months; planned that incumbents sit for period of three terms
Time Commitment	~ 3-4 hours/week over year, significant effort around year-end and AGM
Employment Status	Volunteer
Constitutional Functions	<ul style="list-style-type: none"> Attend all meetings. Keep accurate minutes of all meetings. Accept safe custody of all Association documents. Ensure that all correspondence is kept properly recorded and filed. Keep records of all Association competitions. Submit a written report on the Association business and activities covering the period since the previous committee meeting. Attend to other such matters as the committee may direct or may be specifically provided for.

Key Responsibilities

Admin	<ul style="list-style-type: none"> Record accurate meeting minutes. Circulate minutes within a week of meetings. Maintain a register of all members, sponsors, core players and other relevant groups.
Correspondence	<ul style="list-style-type: none"> Collect and deliver correspondence to relevant members in a timely way. Check mail box and distribute mail when required. Liaise with the association regarding registrations, player transfers, and complete other required paperwork. Liaise with the local media, clubs, and other community organisations.



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	<ul style="list-style-type: none"> Communicate information to members from the association/league, local and state governments, and other external bodies
Convenor	<ul style="list-style-type: none"> Convene all club meetings and advise all potential attendees. Conduct notification of AGM in local print media. Prepare venue for each meeting and arrange catering if required.

Key Deliverables

Ex-Strategic Plan	Priority 1 <ul style="list-style-type: none"> Promote LGSHA on websites, notice boards etc. Develop Volunteer Coordinator role description. Contact DSR, Volunteer WA etc for assistance to develop Volunteer Coordinator.
	Priority 2 <ul style="list-style-type: none"> Contact relevant agencies re training opportunities for volunteers

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none"> Concise and accurate minute-taker. Well-developed communicator. Organised. Able to delegate tasks. Able to liaise with external parties
Desirable Criteria	<ul style="list-style-type: none"> Background or relevant experience as a secretary for an organisation. Skilled report-writer