

# CROQUET ASSOCIATION QUEENSLAND

## POSITION DESCRIPTION

### **ASSISTANT SECRETARY (AS)**

#### **General Expectations**

- **This is a volunteer position and is not subject to regulated employment entitlements.**
- This position is appointed by the Management Committee (MC) and will report to the State Secretary.

This specific administration Duty Officer will liaise with the State Secretary as to the role he or she will play in the organisation relative to the hours worked per week. **This position requires expertise in office procedure especially computer literacy and digital techniques, including remote IT meetings.** He or she must be a registered player and will take the role of MC member when called on to represent the State Secretary at meetings. The AS will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

He or she has no vote at the MC and/or General meetings and will work with consideration for others, without ill feeling, improper bias or personal animosity.

#### **Duties to State Secretary**

- Managing and actioning any information that comes through [info@croquetqld.org](mailto:info@croquetqld.org)
- Booking MC meeting rooms with Sports House staff
- Setting up room and equipment for MC meetings
- Managing CAQ petty cash, and use of credit card if required
- Arranging morning tea and lunches for MC meetings

- Assisting in convening and attending General and Management Committee meetings
- Collecting and actioning mail including voicemail.
- Scanning and filing of documents
- Ordering CAQ publications after approval by State Secretary & Treasurer
- Assisting with compiling an up-to-date office procedures manual with assistance from Duty Officers
- Assisting with dealing with all correspondence. Keeping a register of correspondence.
- Ensuring adequate stocks of stationery and supplies are available
- Ensuring that office equipment is maintained
- Keeping relevant paper and computer filing systems in an efficient manner
- Attending training and information activities as approved by the MC
- Any other administrative tasks requested by the State Secretary within reason relative to the hours worked per week.

## **Duties to member clubs**

Handling correspondence and any contact or request from clubs in a polite and timely fashion, presenting appropriate issues to the MC

**I acknowledge that I have received a copy of this position description.**

**Name**

**Signature**

**Date**

**Witness**