

CROQUET ASSOCIATION QUEENSLAND

POSITION DESCRIPTION

STATE SECRETARY (SC)

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 be a non-voting member of the MC. The state secretary works on behalf of the committee through the president.

This specific Duty Officer must reside in Qld or in another State but not more than 85km from the Qld border. **This position requires expertise with office procedure especially computer literacy and digital techniques, including remote IT meetings.** The SC 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 Management Committee

- Carrying out the duties as laid out in the Constitution, the Bylaws and in accordance with the law (particularly Associations Inc Act)
- Convening and attending General, Special and Management Committee meetings
- Preparing and issuing the agenda and minutes with the president for each official meeting
- Ensuring that correct minutes are kept of all meetings and distributed to member clubs and MC members within 7 days.

- Compiling an up-to-date office procedures manual with assistance from Duty Officers
- Ensuring that an up-to-date member club register is maintained in accordance with the Associations Act
- Ensuring that the CAQ Handbook are kept up to date each year
- Keeping safe custody of the Common Seal
- Keeping safe custody of perpetual trophies.
- Dealing with all correspondence and ensuring the outward correspondence after a MC meeting is completed within 10 days of the meeting. Keeping a register of correspondence. Brings all urgent matters to the attention of the President
- Preparing the annual meetings schedule with venues and any rosters for attendance and forwarding to all by March each year
- Preparing the Annual Report
- Manages the work of the Assistant Secretary
- 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
- Obtaining quotes for replacement office equipment for the MC to consider
- Attending training and information activities as approved by the MC

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