

Position	Category	Position Description Completed
Secretary	Board Member	19 July 2021
Reporting to/Responsible to		Authority
PLSLSC Board		Board Member voted at AGM

## PURPOSE STATEMENT

The PLSLSC Secretary is responsible for ensuring effective maintenance and management of PLSLSC records and to assist the President to perform PLSLSC Board duties.

## ROLE & RESPONSIBILITIES

### The Secretary is responsible for:

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Providing oversight for, and reporting to the Board on, all PLSLSC administrative matters.
- Ensuring all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so.
- Keeping a register of all reported incidents and complaints and monitor and report on trends and changes as required.
- Ensuring that the club annual reports are forwarded to the relevant authorities.
- Assisting the President to organise Board and General meetings.
- Ensuring that notice of all Board and general meetings and meeting papers (agenda, correspondence and previous minutes) have been distributed to members in accordance with the rules.
- Ensuring the minutes of Board, Executive and general meetings are taken, either by themselves or delegated to a minute taker.
- Ensuring effective line management of Club employees, including ensuring that EBA conditions are met and that required documentation is retained by the Club.
- Providing line management of the office manager and administrative staff and volunteers.
- Ensuring all correspondence that relates to PLSLSC is dealt with in a timely manner.
- Providing oversight of PLSLSC governance and compliance.
- Knowing the rules of the organisation and taking responsibility for all the legal requirements of incorporation.

## KNOWLEDGE AND SKILLS REQUIRED

### Essential

- Be a current, financial member of PLSLSC.
- Completed SLISA's Safeguarding Young People awareness training.
- Working with Children Check
- Excellent organisational skills
- Superior communication skills
- Financial literacy

### Desirable

- AICD (or equivalent) company directors' qualification
- Board/committee experience
- Governance training