



POSITION DESCRIPTION

Executive Secretary

Executive Role

Decision making, overseeing and long-term focus level of the committee.

Objectives

- To ensure that appropriate administrative support is provided to the president, executive committee and non-executive committees.
- To aid the president in his/her role in their absence.
- To provide a 'whole of association' approach and planning focus to ensure the overall efficient management of the association.
- To manage business considered by the committee.
- To provide support to the executive and non-executive committee members to ensure the efficient operation of the association.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for association/club sub committees.
- Provide secretarial support to the committee.
- Maintain an accurate copy of the rules, by-laws and policies of the association.
- Maintain a complete record of all activities of the club.
- Be familiar with the rules of the association, and any other body that requires governance to give advice / update the president and committees as required.
- Prepare minutes of all committee and general meetings of the association and distribute in accordance with the rules of the association.
- Receive all correspondence directed to the association.
- Prepare and send correspondence in accordance with the direction of the president and committee.
- Attend meetings and other association activities where required.
- Help the president to prepare a comprehensive report of all activities of the association for presentation to the membership at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

Relationships

- Reports to the president and committee.
- Supports all administration portfolios.
- Liaises with the executive committee.
- Liaises with the non-executive committees.
- Liaises with Hockey NSW and WWCHA.
- Liaises with the local council

Accountability

- The secretary is accountable to the president and the executive committee.
- Provide reports to the committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the association to any financial expenditure or action.