**Club Secretary Role Description**

**Position Title:**

Club Secretary

**Reports To:**

Club President / Club Committee

**Purpose of the Role:**

The Club Secretary is responsible for the administration, communication, and record-keeping of [Club Name]. As a key member of the committee, the Secretary ensures the smooth running of club operations by managing correspondence, meeting documentation, and compliance requirements.

**Key Responsibilities:**

**Administration & Governance**

* Act as the primary point of contact for club communications, including members, Surf Life Saving bodies, sponsors, and external stakeholders.
* Ensure the club complies with relevant governance and reporting requirements.
* Maintain accurate records, including member registrations, committee decisions, and compliance documentation.
* Assist with club policies, procedures, and governance frameworks as required.

**Meeting Coordination & Record-Keeping**

* Organize and distribute meeting agendas and supporting documents for committee meetings and the AGM.
* Record and circulate accurate minutes of meetings, ensuring key decisions and actions are documented.
* Manage the club’s correspondence, including incoming and outgoing communications.
* Maintain up-to-date records of club policies, rules, and key documents.

**Membership & Compliance**

* Coordinate membership registration, renewals, and ensure records are current.
* Oversee the implementation of club policies, including child safety, risk management, and Surf Life Saving compliance.
* Ensure club affiliations, insurances, and compliance reports are submitted on time.
* Liaise with Surf Life Saving Queensland and relevant bodies regarding club requirements and reporting.

**Communication & Engagement**

* Ensure timely communication between the committee and club members.
* Assist in distributing newsletters, updates, and official notices.
* Manage club correspondence, responding to member and external inquiries.
* Support the promotion of club events, programs, and key initiatives.

**Skills & Experience Required:**

* Strong organizational, administrative, and communication skills.
* Attention to detail and ability to manage documentation effectively.
* Familiarity with governance and compliance processes (preferred but not essential).
* Ability to work collaboratively with committee members and external stakeholders.
* Proficiency in email, document management, and record-keeping systems.

**Time Commitment:**

* Attendance at monthly committee meetings, AGM, and relevant club events.
* Regular availability to manage club correspondence and administration.

**Term & Election:**

* The Secretary is elected annually at the club’s AGM (or as per the club’s constitution).

**Support & Resources:**

* Access to governance training and Surf Life Saving resources.
* Support from the club committee and relevant Surf Life Saving bodies.

**Acknowledgment:**

By accepting this position, I understand the responsibilities of the role and commit to fulfilling the duties outlined above.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_