



SBTC Committee Member Position Description

Secretary

Role

To manage all documentation, correspondence and general committee meeting organisation for the Club

Responsibilities

- Organise and manage a Committee meeting schedule for the year
- Develop and issue the agenda and related minutes (including reporting decisions and actions arising) for Committee meetings, in a timely manner
- Respond and manage all inward and outgoing correspondence
- Maintain a register of all documentation related to the club and its activities to ensure transparency and consistency
- Develop and manage all documentation related to affiliated partnerships and sponsorships agreement and coaching agreements
- Maintain an register of key dates related to Respond to potential member & current members enquiries via email and phone contacts
- Support the development and regular review of s Strategic Plan for the club
- Support in the identification and submission of grant proposals for funding
- Issue the annual nomination for committee members as a part of the Annual general Meeting
- Support all other committee members, particularly the President and Treasurer, as required

Last updated: July 2017