

SECRETARY JOB DESCRIPTION NOCC

Overall role

The Secretary is the chief administration officer of the NOCC. This person provides the coordinating link between members, the management committee and outside agencies.

Responsible To

The secretary is directly responsible to the President of NOCC and the members of NOCC.

Responsibilities and Duties

The Secretary should:

- Fulfil responsibilities as outlined in the club constitution
- Be the 'Public Officer' of the club as outlined in the *Associations Incorporations Act 1984* (NSW).
- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of NOCC liaising with members of the public, affiliated bodies and government agencies.
- With AOCRA and NSW AOCRA: represent NOCC at meetings where required; communicate information between AOCRA/NSW AOCRA and NOCC members.
- Other tasks: respond to general duties as directed by the NOCC committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution and rules of the club.
- Can work productively with other club management officers

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of NOCC is 1-3 hours per week.

The Secretary is appointed for a one year period.