



Responsibilities	
Responsibilities	Uphold the values of Mermaid Beach Physical Culture Club and adhere to the Code of Conduct
	Guide and assist the Committee in the operations of the club.

POSITION STATEMENT: SECRETARY – COMMITTEE		
Title:	SECRETARY	Purpose of the Role: The Secretary is the chief administration officer for the club. In partnership with the President and Treasurer, the Secretary is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.
Working Group Membership:	Committee	
Financial Delegation:	To be approved by at least 2 members of the Committee	

Responsibilities - SECRETARY	
Responsibilities	Prepare and circulate AGM notice and agenda, supporting documents and any other information or reports required for committee meetings and general meetings
	Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled
	Maintain all general club correspondence and act as primary point of contact for inquiries and engagement with members
	Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club rules, by laws, policies and procedures.
	Assist the President and Treasurer in strategic planning and decision making for the club
	With support from Committee members, complete annual report
	Responsible for preparation, distribution and collation of all class surveys from teachers and member feedback surveys from Committee
	Responsible for preparation and distribution of all club newsletters
	Act as the signatory on club bank accounts (alongside President and/or Treasurer)
	Work with the Treasurer to keep accurate record of all club members
	Serve as a spokesperson for the Club when required