



Position Description

Position Title: Secretary

Group: Senior Teams, BHRDCA, Club Members, External Comms

Employment Status: Voluntary + Honorarium

Reports to: Executive Committee, Club Members

Location: Whitehorse Reserve

Role Description:

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

Primarily the Secretary will manage all communication to the membership, working with the Junior Coordinator, Cricket Operations Manager and Club Committee's to ensure all relevant information is communicated to the membership in a timely manner. The secretary will also manage all inbound and outboard communication including with Council, the public and relevant affiliated associations.

The secretary is required to keep an up to date membership database at all times, and keep a record of all club policies and legislative documents such as Working With Children Checks, RSA certificates and key information that relates to handover's and club matters.

Key Roles:

- Liaise with executive committee to coordinate and call club meetings:
 - o AGM
 - o Committee Meetings
 - o Special General Meetings
- Prepare and distribute Agendas for committee meetings, including recording minutes.
- Communicate in a timely manner to all external and internal stakeholders as the primary point of club communication
- Work with committee and council to make Ground Bookings for the coming Season
- Ensure all players are registered to their respective teams
- Apply for any permits/clearances as needed via MyCricket
- Maintain and collate all latest versions of Club documentation
- Coordinate induction material/training for all incoming or new committee, coaches and volunteers in partnership with relevant club members.
- Where appropriate, delegate to an assistance secretary some of the roles of the secretary to ensure knowledge is spread for succession
- Update relevant information such as VCGLR, Consumer Affairs, Good Sports
- Work with social media manager to ensure information is communicated effectively across all mediums
- Act as Administrator of the TeamApp
- Understand and administer all club policies and procedures