

## **Secretary Position Description**

### **Purpose**

The role of the Secretary is to document and communicate activities of the committee, to the committee. They are the primary administration officer of the committee and provide the link between the committee and the club's members.

### **Responsibilities**

- Receive all correspondence and respond and/or forward on to the appropriate committee member.
- Prepare and submit the annual Club Affiliation Form and documents to AusCycling.
- Maintain a register of contact information for club members.
- Prepare administration reports for the AGM.

### **Skills**

- Strong organisational skills.
- Good computer skills.
- Strong communication skills.
- Attention to detail.
- Report writing experience.

### **Pre-Requisites**

- Current First Aid Certificate
- Current Working With Children's Check