

 <p style="text-align: center;"><b>Eltham Calisthenic College</b></p> <p style="text-align: center;"><b>Assistant Secretary Position Description</b></p>	Approval Date:	April 2021
	Review Date:	April 2024
	Version No:	01
<b>Approved By:</b>	Name:	Signature:
<b>President:</b>	Karen Beer	
<b>Vice-President:</b>	Danette Wilson	

## Assistant Secretary

### Desirable Attributes:

The Assistant Secretary should:

- ◆ be organised
- ◆ have computer skills
- ◆ be a good communicator
- ◆ be able to keep confidential matters confidential.

### Specific duties include but are not limited to:

- ◆ In charge of Recruitment and Enquiries for the Club.
- ◆ Sends out notifications for the Coaching positions and receives applications for Coaching positions.
- ◆ Oversees the Costume Budget for each Section and monitor their spending.
- ◆ Be a signatory on club account.
- ◆ Responsible for the payment of Coaches payroll, and reimbursement of expenses for costumes to Costume Co-Ordinators.
- ◆ Organise an agenda with the Committee and distribute prior to the meeting.
- ◆ Manage minutes of committee meetings, including recording the minutes and ensuring minutes are distributed to members shortly after each meeting.
- ◆ Ensure that the records of the club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records.
- ◆ Assist with Come 'n' Try in Nov
- ◆ Assist in organise Clean-up day (Nov)
- ◆ Assist with the organising of club functions. ie: Annual Concert, Presentation Night etc.
- ◆ Support all other Committee Roles.
- ◆ Be committed to the implementation and compliance to the Child Safe Standards.
- ◆ Writing up new Policies for the Club
- ◆ Updating of Club Policies