

 Eltham Calisthenic College Secretary Position Description	Approval Date:	April 2021
	Review Date:	April 2024
	Version No:	01
Approved By:	Name:	Signature:
President:	Karen Beer	
Vice-President:	Danette Wilson	

Secretary

Desirable Attributes:

The 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:

- ◆ Update Club Handbook for distribution each year.
- ◆ Organises Registration for the Club's Pupils via Revolutionise Sport.
- ◆ Maintain the Working with Children's Register on behalf of the Club.
- ◆ Work with the Co-ordinators of each Section and follow up with outstanding issues ie: registration, fees etc.
- ◆ Purchases Rods & Clubs for the whole club.
- ◆ Organise each Sections Team Sheets for Competitions.
- ◆ Organise Competition Booklet.
- ◆ Sends out and collect all Contracts for Coaching Positions, Cadets & Assistants.
- ◆ Organises the Solo Concert: Ticket sales via Try Booking, book venue and the Program in consultation with the Principal Coach.
- ◆ Prepare the Concert Program in consultation with the Committee.
- ◆ Book and organise the Presentation Night.
- ◆ Receives emails from CVI and distribute to Committee.
- ◆ Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) Pupils and ordinary members of the organisation.
- ◆ Check the club enrolment forms (including privacy information) and medical consent forms against the annual Calisthenics Victoria Inc. Administration Manual, to ensure they comply with current recommendations

- ◆ 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.
- ◆ Be a signatory on club account.
- ◆ Maintain Headgear files for tubs
- ◆ Assist with Come 'n' Try in Nov
- ◆ Assist in organise Clean-up day (Nov)
- ◆ Writing up new Policies for the Club
- ◆ Updating of Club Policies