



Role Description – Secretary

Summary

The primary role of the Secretary is to maintain the communication between QUT Hockey Club Inc. management and members, and with relevant external entities including Brisbane Hockey Association (BHA) and Brisbane Women's Hockey Association (BWA).

Responsible To

The Secretary is elected by the QUT Hockey Club Inc. members and responsible for liaising with the QUT Hockey Club Inc. management and club members.

Tasks

The Secretary should:

- Be the main point of contact for QUT Hockey Club Inc. to external bodies.
- Manage the general correspondence of QUT Hockey Club Inc. Management, except for such correspondence assigned to others, including:
 - Sending scheduled weekly emails, to QUT Hockey Club Inc. members.
 - Sending unscheduled emails, when required.
 - Forwarding emails to appropriate members of Management and QUT Hockey Club Inc. members.
- Generate items for discussion and distribute the agenda for monthly management meetings.
- Record minutes at management meetings and the AGM.
- Liaise with the Treasurer regarding the issuing of clearances for players who wish to leave QUT Hockey Club.
- Attend monthly management meetings.
- Maintain the Secretary Club email account and Dropbox.
- Ensure all club records are maintained as required by law and made available when required by authorised persons.
- Ensure all coaches, managers and members of management hold valid Working with Children (Blue Cards) documentation.

Benefits

Being the Secretary of QUT Hockey Club Inc. is an opportunity to contribute to the efficiency of communication and maintain correspondence within the Club.

- A portion of fee reimbursement for the relevant season in which the position has been appointed – amount to be voted upon by club members at the previous year's Annual General Meeting (AGM).
- Opportunity to work in a positive and encouraging environment.



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- Publicly acknowledged for contributions to the Club.
- Practical experience in a club secretary role, using a variety of skills.

Essential Criteria

- Comprehensive written skills.
- Sound ability to use technology.
- Access to phone, internet, email, web, MS Word, MS Excel or equivalent/compatible.
- Effective communication skills.
- Effective organisation.
- Be a member of QUT Hockey Club Inc. and abide by its policies.
- Work well in a team.
- The use of initiative.
- Be able to work in a confidential manner when needed.

Desirable Criteria

- Previous experience as an administrator at club level.
- Good working knowledge of QUT Hockey Club Inc., including rules, policies and the duties of all management positions and sub-committees.

Appointment Terms and Time Commitment Required

- The Secretary is elected at the QUT Hockey Club Inc. AGM for the following year and is appointed for a term of 12 months.
- The estimated time commitment required as the Secretary is 2 hours per week.
- In addition, the Secretary will also be required to attend:
 - Monthly management meetings (approx. 1.5 hours in length);
 - The QUT Hockey Club Inc. AGM (approx. 2 hours in length).



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