

JOB DESCRIPTION – SECRETARY

MAIN PURPOSE

To ensure the administration of SA Masters Athletics Inc (SAMA) is efficient and to the satisfaction of the majority of members.

Meetings in General

- Plan and advise committee members of all meetings
- Record and keep accurate minutes of all club meetings
- Ensure President signs previous meetings minutes once agreed
- Distribute relevant documentation via email to all committee members and others on the distribution list (hard copy to anyone not on email)
- Provide minutes to members when requested
- Organise extra-ordinary meetings on instructions from the President

Committee Meetings

- Request any agenda items and reports approximately a week prior to the meeting (Committee plus Records Officer and Social Secretary)
- Send Agenda/Reports and any papers for pre-reading if available, a few days prior to the meeting
- Send completed meeting minutes to Committee and Newsletter Editor. Where possible embed attachments into the minutes

Annual General Meetings

- Ensure agenda is in a newsletter distributed not less than 21 days before the meeting
- Arrange for copies of necessary documents – Minutes of last AGM (approx. 40), Agenda (approx. 40), and a few proxy voting forms
- Ensure the President and the Treasurer provide sufficient copies of their reports
- Provide attendance sheets for signing by all attendees
- Prior to the meeting determine the current membership to ensure there is a quorum at the meeting; i.e. 15% of financial membership
- Once minutes are completed, send electronic copies to the committee members (old and new) and Newsletter Editor
- Attach reports, committee nomination forms, attendance sheets and any proxy sheets to a hard copy and file
- Have the President sign last year's minutes
- Following the AGM, produce a new committee members listing and send to all committee members
- Send details of the new committee to AMA, ASA and AMA State secretaries
- Send copy of the Presidents and Treasurer's reports to AMA and ASA
- If Secretary changes send details of new Secretary to Adelaide City Council, Box Factory etc
- Ensure all **new** committee members are given email copies of relevant documents including the constitution, by-laws, yearly planner etc.

Correspondence

- Send and receive correspondence on behalf of SAMA
- Add to agenda at each committee meeting for ratification and action where required
- File correspondence in appropriate files (paper and electronic). Most correspondence is now by email. Create files (in Outlook or similar) to deposit new correspondence (1 for In and 1 for Out).

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Currently files are created for the 2 monthly period between meetings. Once reported in Minutes these emails are copied to computer files in Mail and a new 2 month file started.

Maintain files

- Maintain current files at home and archive older files to the container at Santos
- Eliminate documents of no lasting significance. Go through old files and eliminate unnecessary documents (irrelevant flyers, documents where the original would be held by others etc.)
- Keep record of cover for public liability insurance (obtained from Athletics SA administration)

Liaison with AMA

- Send AMA AGM requirements (SAMA President's report and financials etc.)
- Ensure SAMA is represented at meetings with AMA (usually 2 committee members attend)
- Send state holding the Nationals, the name and contact details of the SA team manager

Liaison with other bodies

- As soon as the summer program is approved – request booking of the required dates with Stadium management
- Before the start of the winter season obtain a gate key from ACC (currently - Peter (Park Lands Ranger) - 8203 7483 – phone to arrange a time for key collection.
- In January/February request continuation of the arrangement with Adelaide Harriers and Western Districts for the coming year
- Send winter program to Adelaide City Council, Athletics SA, SA Walkers Club, SA Road Runners Club, Adelaide Harriers, and Western Districts Athletics
- Send summer program to Athletics SA
- Send each summer and winter program to the Sports Trainer and request First Aid cover

General

- Together with the President, distribute information to committee members where appropriate, between committee meetings
- Where necessary, arrange venues for committee meetings, AGM, club presentation and events
- Maintain a yearly planner for all committee members and incorporate the relevant month into the committee meeting agenda
- Ensure any use of the club seal is recorded in the minutes of a meeting
- Act as a cheque signatory and electronic bank access for SAMA
- Inform the SAMA Registrar of new AMA personnel
- Send interstate flyers received to those on the SAMA mailing list
- If President has changed
 - consider changing Public Officer with Consumer and Business Affairs
 - If name or contact person details change, notify Australian Tax Office via change of registration details form from ato.gov.au/non-profit
- If the Constitution has changed, notify Office of Consumer and Business Affairs