



Tuggeranong Archery Club

Role Description

Secretary

Role Statement

The role of the Secretary is to provide management and recording of key information for the club and the Committee.

Required Attributes:

The Secretary will:

- Demonstrate at all times the values and behaviours as detailed in the TAC Values and Behaviours statement
- be forward thinking and committed to meeting the overall goals of the Club.
- be able to work collaboratively with other Committee Members.
- be a good listener and attuned to the interests of members and other interest groups.
- be a good role model in representing the Committee in other forums (e.g. Archery Australia, Archery ACT, SCA, Bhutanese Archers, etc.)
- hold a working level knowledge of word processing, secretarial duties and sound record keeping skills

Desirable Attributes:

The Secretary should:

- have a working knowledge of the Club Constitution, rules and duties of office bearers.
- Have a good understanding of the inner working of the Club.
- Have a good understanding of the roles of committee members specific role or position holders.
- Access emails regularly and be responsive to same.

Specific duties include but are not limited to:

- Prepare agendas prior to meetings.
- Undertake secretariat role in all meetings undertaken by the committee
- Manage and monitor action items from meetings.
- Manage inquiries to the club and re-direct to the correct committee member as required.
- Maintain club documents as required.
- Produce documents as requested by the President.
- Act as a signatory for the Club for appropriate financial purposes.



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- Assist the Executive to manage any contract services to the Club, e.g. cleaning, repairs and maintenance, facility hiring by external organisations, etc.
- Assist in the development of grant applications, ACT government bodies, hall users and organisations that are relevant to the goals of the Club.

The below signed acknowledged their successful election as the Secretary of Tuggeranong Archery Club on the listed date

The Secretary acknowledges that they will be held to the above list of required attributes and will work to the best of their abilities to meet the desirable attributes and specific duties associated with the role.

Where the Secretary demonstrates behaviours that do not align with those detailed by the club, Regional Governing Body, Sports Integrity Australia and/or Play by the Rules the President acknowledges they will be held to account for their actions.

Secretary Name

Election date

Secretary Signature

Signature date

Witness Signature

Signature date

Witness Name