

**Chiton Rocks SLSC** Position Description

**Secretary**

The Secretary is an Executive member of the Board of Management is responsible for the administration of the club.

Key Responsibilities:

* Board of Management (BOM) Meetings:  
  - Prepare the agenda for monthly meetings (annual or monthly as required);  
  - Schedule and book meetings 12 months on advance including Zoom meetings, book training room with café when required;  
  - Record minutes during meetings;  
  - Distribute minutes and reports from meetings
* Annual General Meeting (AGM)
* Prepare agenda;
* Schedule the meeting book training room with café;
* Send Advance notification to all members following confirmation of date after the June BOM meeting,
* Send agenda and formal notification on 1 July each year
* Prepare Annual Report including collection of photo’s, reports, liaising with printers
* Prepare members registration sheet; Life member voting slips;
* Record minutes during meeting;
* Distribute minutes and reports from meeting
* Newsletter – oversee the development and distribution of the monthly newsletter by liaising with the Social Media Officers
* Monitor Secretary and Chiton Rocks gmail accounts and triage emails as required
* Understand and use Surfguard to manage member information for communications checking emails lists are up to date
* Distribute communications to members on behalf of the BOM and the President
* Manage club documents in Google Drive, maintain folders and storage of information.
* Attend monthly board meetings via Zoom and/or face to face meetings.

Key Attributes:

* Good organisational skills
* Computer skills
* Good communication and interpersonal skills

Carry out social media duties in the absence of the Social Media Officers.