This document describes the roles of Committee members within the KBH Brumbies Hockey Club

**Secretary**

***Objectives***

* To ensure that appropriate administrative support is provided to the President, General Committee and sub committees.
* To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions.
* To manage business considered by the Club Committee.

***Responsibilities***

* Establish a planning calendar for the year.
* Provide a coordinating and support role for Club sub committees.
* Formulate the annual operating plan and manage its ongoing administration.
* Provide secretarial support to the Committee.
* Maintain an accurate copy of the Rules and By-Laws of the Club.
* Maintain a complete record of all activities of the Club.
* Be familiar with the rules of the Club, State Body, Hockey Australia and any other body that has governance to give advice to the President and Committee as required.
* Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
* Receive all correspondence directed to the Club.
* Prepare and send correspondence in accordance with the direction of the President and Committee.
* Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
* Assist other Committee members in their duties as required.
* Undertake tasks at the request of the President, Executive or General Committee.

***Relationships***

* Reports to the Executive Committee.
* Liaises with the Committee.
* Liaises with sub committee’s.

***Accountability***

* The Secretary is accountable to the President and the General Committee.
* Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
* Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.