



NCCC Secretary role description



Title - NCCC Secretary

Reports to – President/Treasurer

Position Statement

– Assist in facilitating club correspondence, meeting minutes and organisation.

Strategic Relationships – President, Treasurer, Bar Manager, Director of Cricket & Social Committee

Key Working Documents

Job Tasks

- Assist with formulating, coordinating & facilitating club correspondence
- Completion of annual Consumer Affairs documentation
- Recording and timely distribution of the Minutes of Committee meetings, AGM and other important club management & GCA meetings
- Call for and receive nominations for committee position for the AGM
- Assist with formulating, coordinating & facilitating club banking including necessary floats for bar and functions

Equipment and Resources –

- President & Treasurer
- Log book for recording activities

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

Attendance Requirement -

- Recording of the Minutes of Committee meetings, AGM and other important club management meetings
- Thursday and Saturday meals and functions

Remuneration – reimbursement of expenses/honorarium TBD.

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.