



Role Description – Secretary

Desirable Attributes:

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

Section 14. DUTIES (as stated in the Wanneroo Bowls by Laws)

Secretary *The Secretary shall keep records of all resolutions and proceedings of General and Committee meetings and duly record same in a file to be kept for the purpose. He/she shall keep a current copy of the Wanneroo Sports & Social Club Constitution, By-Laws of Wanneroo Bowls, Rules and By-laws of the Affiliated Bowls Association and a list of members and their addresses. A copy of members and their addresses to be posted on Notice Boards. He/she shall hand all monies received by them from time to time, to the Treasurer, within seven (7) days of receipt of said monies. Receive and dispatch all correspondence and conduct all duties pertaining to the Secretary.*

Specific duties include but are not limited to:

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- Maintain records of the Committee and ensure effective management of Bowls records
- Manage Minutes of Committee meetings, including recording the Minutes and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Bowls Club documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorize people to help with the Committee's business.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorized persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Bowls Section and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings



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- Prepare and vet any amendments to Constitution to be presented at AGM or other Special General Meetings.
- Ensure that proper notification is given of Committee and Bowls meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Review any outward correspondence from other committee members.
- Help and lead the Committee in providing systematic communication from the Committee to Bowls members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Bowls members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

Duties specific to the Men's Bowls Section:

- Liaise with Bowls WA regarding Capitation, Fees, and State events, allocation of grounds for State events (with Match Committee, Club President and Ground Keeper).
- Main communication point for Bowls issues.
- Complete registration of players at round 16 and provide exception list. (In consultation with Selection Chairperson's). (If this is requested by Bowls WA)
- Assist with preparations for the Bowls Presentation function.
- Assist with preparations for AGM.
- Update Club Website in consultation with Publicities/Promotions Officer.
- Sponsorship follow up in consultation with Publicities/Promotions officer.