



NOARLUNGA MODEL AERO SPORTS Inc.

Flying field and club rooms.

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www.nmas.info

POSITION & PERSON SPECIFICATION CLUB SECRETARY

(REVISED 03/12/2019)

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Objectives

The Secretary role is to provide and conduct administrative duties for the business operations vested in the committee, in support of efficient and effective flying operations of the club.

Requirements

As a member of the committee a Working with Children Check Outcome of NOT-PROHIBITED is required

Knowledge and Skills required

- A good working knowledge of the Constitution, Club Rules and Manual of procedures.
- Knowledge and experience with relevant software applications
- Experience in producing correspondence and documentation
- Planning and organizational skills
- Attention to detail and Interpersonal skills
- Knowledge of the organisation and management structure of aero modelling both locally and nationally

Responsibilities and Duties

Represent where applicable the club at local, state and national level.

- Prepare the agenda for club/group meetings in consultation with the President/ Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Take and record accurate minutes of meetings ☐ Write up the minutes as soon as possible after the meeting
- Read, table, reply and file correspondence promptly
- Maintain calendar dates for Club flying and field maintenance activities
- Collect and collate reports from office bearers

- Call for and receive nominations for committees and other positions for the club/group AGM
- Produce a secretary's annual report for the AGM
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases, titles, rules and M.O.P.'s
- In conjunction with the club treasurer, maintain a register of club assets
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- Communicate information between MASA and club members (such as event activities and deadlines) ☑Other tasks —As directed by the President and Committee

Accountability

The Secretary is accountable to the Members and the General Committee

Annual Report

The Secretary presents an Annual Report at the Annual General Meeting. It should be a comprehensive summary of the previous year's activity, detailing flying activities conducted, membership changes, physical developments and celebrating club achievements. It includes a secretarial viewpoint of the strategic direction and aspirations of the club for the future.

Commitment

- The Club Secretary term of office runs for two years
- The estimated time commitment required as the Club Secretary is 4-5 hours per week.

Assumption

To meet current day communication requirements, it is assumed that the holder of this position will be in possession of a personal computer and have access to internet facilities.