

Source: Sports Community, Bowls Australia, and Bowls Victoria

Secretary

The key responsibilities of the Secretary are to understand the Region Constitution, Regulations, Policies and Procedures, legal and compliance obligations, and ensure the Region is managed according to these core requirements.

The Region Secretary is generally the Region's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Region officer responsible for managing, collecting, reviewing and disseminating the Region's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Region information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Board and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the Region including.

Legislative responsibilities

The secretary will act as the CCO of the Region, so generally becomes the Regions nominated person under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment.
- Lodging on behalf of the Region all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the Region's membership database.

Meetings

Key governance responsibilities include ensuring the Region:

- In conjunction with the President, schedule all Board meetings and general meetings (including the annual general meeting) as early as possible.

- Prepare and circulate, at least 4 days prior to each Board meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the Board.
- Take the meeting Minutes of each Board and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Region Constitution, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Region Constitution are met.
- Maintain the minute book of Region Board and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.

Player and team administration

- Enter Region names and teams to Bowls Victoria for relevant State competitions.
- Co-ordinate all player clearances, transfers and permits.

Communication

- Handle all general Region correspondence, responding to any correspondence as required.
- Oversee and co-ordinate the Region's communication strategy, including its website, email newsletters and social media.
- Have the portfolio of Sponsorship, Marketing and Media and be the ex officio member of that Region sub-committee.
- Be the Regions point of contact for key stakeholders including: local council, local association and peak sports bodies.

Knowledge Management:

- Maintain a register of the latest version of all Region documentation including but not limited to the Region Constitution, Regulations, all policies, procedures, position descriptions, and subcommittee terms of reference.
- Maintain a register of all marketing material relating to the Region's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming Board, sub-committees, coaches and volunteers.

Essential Skills and Requirements

- Enthusiastic and well organised.
- Ability to keep meticulous records in the Region's document system.
- Ability to allocate regular time periods to maintain the records of the Region.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Effective secretarial and computer skills.

The Secretary is required to:

- Act in the best interest of the members.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.
- Hold or be willing to apply for a current volunteer's "working with children" check (if legally required).

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

Succession planning

A key responsibility of the Region secretary is to ensure that at the end of their term a new secretary can be easily recruited.

Note – Regions may consider various options.

One such option is to appoint at least one, but often multiple, assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

End of Term hand over

Updating key documents

At the end of each term, a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Region information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support the incoming Secretary.