

Kingborough Gymnastics Committee Inc.

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Secretary - Kingborough Gymnastics Committee

The Secretary is the chief administration officer of the Kingborough Gymnastics Committee

Responsible To

The secretary is directly responsible to the President of the Kingborough Gymnastics Committee and the members.

Responsibilities and Duties

- Work with representative of the contractor to complete the following tasks
 - Prepare the agenda for committee meetings in consultation with the President
 - Make arrangements including venue, date and times meetings
 - Send adequate notice of the meetings (at least one week prior)
 - Call for and receive nominations for committees and other positions for the AGM
 - Take the minutes of meetings
 - Write up the minutes as soon as possible after the meeting
 - Read, reply and file correspondence promptly
 - Collate and arrange for the printing of the annual report
 - Maintain files of legal documents such as constitutions, leases and titles
 - Respond to general duties as directed by the committee
 - Collate reports for distribution prior to the meeting

Knowledge and Skills Required

- Can communicate effectively
- Is well organized and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of is one to two hours per week. The Secretary is appointed for a 12 month period from the annual general meeting.

