



 State President

ADMINISTRATION

Policy Statement

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

In order for a sport and recreation organisation to run efficiently, it must keep records. The person in the organisation with the tasks of maintaining records will vary from organisation but generally is the Secretary. It is recommended that organisations retain records for 10 years, as some legislation requires that records be kept for a minimum period.

Guiding principles

Ideally an effective secretary is someone who can:

- Communicate effectively
- Think clearly and positively
- Maintain confidentiality on relevant matters
- Manage and supervise others (*in relation to secretarial duties*)
- Organise and delegate tasks
- A book or set of cards for the register of members
- A minute book and notebook or pad for taking notes at meetings
- A filing system suitable for keeping records stationery – plain or embossed with organisations name, address and logo
- A book to record assets and liabilities
- Membership application forms and other standard forms (eg committee nominations)
- A calendar for recording dates of meetings, activities and deadlines
- Accounting records – the Treasurer takes charge of these
- A manual of procedures – this can be the organisations most valuable asset.
- Records that are maintained electronically shall be recorded on a disc and added to the yearly records prior to archiving.

Procedure

The secretary in meetings:

- Has a wide range of tasks that take place before during and after the meetings.
- Prepare the agenda in consultation with the Chairperson
- Make arrangements for the meeting place
- Send adequate notice of the meeting to all concerned

At the AGM additional duties may include:

- Collecting and collating reports from office bearers
- Advising members of the meeting with a specified time
- Calling for and receiving nominations for committee and other positions
- Arranging for printing the completed annual report

Taking minutes:

- Follow the order of the agenda
- State the main issues,
- Make sure the full text of motions is recorded
- Be alert to take extra notes that may be needed by the Chairperson
- Ensure that attendance and apologies are recorded
- List accounts for payment approved
- List reports received
- List main points of answers required for correspondence.



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Between meetings the Secretary should:

- Write up the minutes as soon as possible after the meeting
- Circulate the minutes to all members as soon as possible (ideally within a week)
- From the minutes, note points of action that need to be followed up in the coming weeks
- Make sure all-important arrangements are confirmed in writing with copies made and filed
- Typed reports of important telephone conversations are also recommended

Reference

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www.ausport.gov.au/clubs

Constitution & By Laws – DrillDance Queensland Incorporated

Constitution & By Laws – DrillDance Australia

Contact

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