

## **MSSC Secretary**

### **Desirable Attributes:**

The Secretary should:

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



Consumer Affairs duties include:

- (1) Notify Consumer Affairs of the Secretary appointment/ change of the Secretary's details within 14 days of a secretary's departure.
- (2) Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- (3) Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents online. Including the Annual Income and Expenditure Statement and Assets and Liability Statement
- (4) Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- (5) Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
- (6) Notify Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association. For information go to: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au).

### **Administrative roles include:**

- Ensure Committee Induction is undertaken asap after AGM
- Maintain committee club records/data and secretary check list.
- Ensure Secretary Assistant manages the Minutes of Committee meetings
- Be familiar with all current Club Policy documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Update Club Rules and Regulations as required, inform members and ensure added to the website through web support person.
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists

of Committee members, Committee meeting Minutes, financial reports, and other official records

- Ensure after each AGM that AWFA is advised on the appropriate form of committee names/role with contact information and disciplinary officers x 3 are completed and sent.
- Ensure registrar at home games sends game score sheets to AWFA recorder and Treasurer to cross check referee invoices against.
- Ensure that official records (including naming conventions) are maintained by the Treasurer (\$1 fee from registration) of members of the Club 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.
- Ensure that proper notification is given of Committee and Club AGM meetings as specified in the Constitution.
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- The Registrar is the nominated person to receive and file relevant Police Check records or Working with Children documentation and AWFA Assessments
- Ensure AWFA Forms requesting game time changes are done efficiently. Always check time changes are approved with our club's relevant coach before signing off.
- Ensure all licenses are current; Alcohol and Food licencing. Alpine Shire permits for events such as La Fiera through their website.