

# SA MASTERS ATHLETICS INC

## JOB DESCRIPTION – SECRETARY

### MAIN PURPOSE

To ensure the administration of SA Masters Athletics Inc (SAMA) is efficient and to the satisfaction of the majority of members.

### Meetings in General

- Plan and advise committee members of all meetings
- Record and keep accurate minutes of all club meetings
- Distribute relevant documentation via email to all committee members and others on the distribution list (hard copy to anyone not on email)
- Provide minutes to members when requested
- Organise extra-ordinary meetings on instructions from the President

### Committee Meetings

- Request any agenda items approximately a week prior to the meeting
- Send Agenda a few days prior to the meeting
- Include with the Agenda, appropriate attachments, ie reports from Treasurer, Registrar, Recorder and any papers for pre-reading

### Annual General Meetings

- Ensure agenda is in a newsletter distributed not less than 21 days before the meeting
- Arrange for copies of necessary documents – Minutes of last AGM (approx. 40), Agenda (approx. 40), and a few proxy voting forms
- Ensure the President and the Treasurer provide sufficient copies of their reports
- Provide attendance sheets
- Prior to the meeting determine the current membership to ensure there is a quorum at the meeting; i.e. 15% of financial membership
- Once minutes are completed, send electronic copies to the committee members
- Attach reports, committee nomination forms, attendance sheets and any proxy sheets to a hard copy and file
- Have the President sign last year's minutes
- Following the AGM, produce a new committee members listing and send to all committee members
- Send details of the new committee to AMA, ASA and AMA State secretaries
- Send copy of the Presidents and Treasurer's reports to AMA and ASA
- Ensure all **new** committee members are given copies of relevant documents including the constitution, by-laws etc.

### Correspondence

- Send and receive correspondence on behalf of SAMA
- Add to agenda at each committee meeting for ratification and action where required
- File correspondence in appropriate files (paper and electronic)

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### Maintain files

- Eliminate documents of no lasting significance
- Keep record of cover for public liability insurance (obtained from AMA secretary)
- Maintain current files at home and archive older files to the container at Santos

### Liaison with AMA

- Send AMA AGM requirements (SAMA President's report and financials etc.)
- Ensure SAMA is represented at meetings with AMA (usually the Pres. & Sec attend)
- Send State holding the Nationals, the name and contact details of the SA team manager

### Liaison with other bodies

- In January/February request continuation of the arrangement with Adelaide Harriers for the coming year
  - Request an invoice from Adelaide Harriers and Inform the SAMA Treasurer of the cost for the year
- Send winter program to Adelaide City Council, Athletics SA, SA Walkers Club, SA Road Runners Club, Adelaide Harriers, Bloo Rovers Scouts and runSArun
- Send summer program to Athletics SA
- Send each summer and winter program to the Sports Trainers and request First Aid cover

### General

- Together with the President, distribute information to committee members where appropriate, between committee meetings
- Where necessary, arrange venues for committee meetings, AGM, club presentation and events
- Maintain a yearly planner for all committee members and incorporate the relevant month into the committee meeting agenda
- Ensure any use of the club seal is recorded in the minutes of a meeting
- Act as a cheque signatory and electronic bank access for SAMA
- Inform the SAMA Registrar of new AMA personnel
- Send interstate flyers received to those on the SAMA mailing list
- If President has changed
  - consider changing Public Officer with Consumer and Business Affairs
  - for the time being Arthur Jones will remain as Public Officer
- If the Constitution has changed, notify Office of Consumer and Business Affairs
- If name or contact person details change, notify Australian Tax Office via change of registration details form from [ato.gov.au/non-profit](http://ato.gov.au/non-profit)
  - currently remains with George White