

# **SA Masters Athletics Inc**

## **JOB DESCRIPTION – SECRETARY**

### **MAIN PURPOSE**

To ensure the administration of SAMA is efficient and to the satisfaction of the majority of members.

### **DUTIES**

Plan and advise committee members of all meetings:

- Request any agenda items approximately a week prior to the meeting.
- Send agenda a few days prior to the meeting.

Plan and advise members of AGM's and SGM's:

- Distribute notice of meeting.
- Arrange for copies of necessary documents
- Ensure an attendance sheet is available and attached to the minutes.

Record and keep accurate minutes of all club meetings:

- Distribute to all committee members, newsletter editor, social secretary, club delegate.
- Have minutes available for inspection by members.

Maintain a club Manual and ensure all new committee members are given a copy.

Distribute information to committee members where appropriate between meetings.

Organise extra-ordinary meetings on instructions from club president.

Book venues for committee meetings, AGM, club presentation events.

Maintain a yearly planner for all committee members.

Maintain a current Risk Register and action plan. Review the plan on an annual basis and send revised plans to committee members and the webmaster.

Ensure any use of the club seal is recorded in the minutes of a meeting.

Promote SAMA and its activities in a positive manner and be the contact person for:

- Enquiries from current club members.
- Enquiries from prospective members.
- Enquiries from other clubs.
- Liaising with ASA & Santos Stadium re bookings and fees.

Send and receive correspondence on behalf of SAMA:

- Bring to each committee meeting for ratification and action.
- File correspondence in appropriate files.

Maintain files:

- Eliminate documents of no lasting significance.
- Keep original SAMA constitution and a record of superseded constitutions.
- Keep record of cover for public liability insurance.

#### Newsletter

- Maintain copies of all newsletters issued.
- Over time attempt to fill gaps in the newsletter record.

#### Liaison with AMA:

- Send capitation fee to AMA Treasurer on a monthly basis.
- Satisfy AMA AGM requirements (SAMA annual report etc)
- Represent SAMA at meetings with AMA.

#### Grant Applications:

Where appropriate apply for grants/awards including with:

- Adelaide City Council
- Office for Rec and Sport – Active Club Grants
- Office for the Ageing
- National Australia Bank Volunteers award
- Minister for Rec and Sport Awards

#### SAMA Awards:

- Maintain details of the best age graded performances for all scratch meets within calendar years.
- Make recommendations to a SAMA sub-committee re the nominees for the annual awards.