



Eastern Ranges Bowls Region

SECRETARY

The Secretary is responsible for the administrative tasks of the Region.

The key responsibilities are to understand the Region Constitution, Regulations, Policies and Procedures, legal and compliance obligations, and ensure the Region is managed according to these core requirements.

Legislative Responsibilities:

The Secretary will act as the CCO of the Region, so generally becomes the Region's nominated person under the Incorporated Associations Act and as such is responsible for:

- notifying the relevant government body of their appointment.
- lodging on behalf of the Region all reports and notices as required by the relevant Incorporated Associations Act.
- maintaining the Region's membership database.

Governance Responsibilities:

Key governance responsibilities include to:

- schedule all Board meetings and general meetings (including the annual general meeting) as per the Constitution, in conjunction with the President.
- prepare and circulate, prior to each Board meeting the agenda and supporting reports.
- prepare and circulate according to the Region Constitution, the notice convening the annual general meeting and the Region Annual Report, ensuring all members are invited.
- take the meeting minutes of each Board and general meeting, circulating them to relevant people.
- ensure the special notification requirements under the Region Constitution are met if there are special resolutions to be considered at a general meeting.

Member administration:

Maintain the Region database (on BowlsLink).

Communication:

- handle all general Region correspondence, responding to any correspondence as required.
- have the portfolio of Communication.

Knowledge management:

- maintain a register of the latest version of all Region documentation including but not limited to the Region Constitution, Regulations, all policies, procedures, position descriptions, and subcommittee terms of reference.
- maintain a register of all marketing material relating to the Region's activities (letterhead, logos, posters, brochures etc.).
- forward names of representative teams, and winners of Region events to Bowls Victoria.
- ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting.
- co-ordinate the induction training for the incoming Board, and sub-committees.

Essential skills and requirements:

- enthusiastic and well organised.
- ability to keep meticulous records in the Region's document system.
- ability to allocate regular time periods to maintain the records of the Region.
- ability to work in a logical and orderly manner.
- honest and trustworthy.
- effective secretarial and computer skills.

The Secretary is required to:

- have good communication skills, both verbal and written.
- be computer literate.
- act in the best interest of the members.
- attend all Board meetings.
- attend to all correspondence and table such at meetings.
- the minutes are prepared by the secretary and are an accurate record of each meeting, including any motions, decisions. Issue minutes of all meetings and that they are circulated to appropriate people five days after the meeting.
- organise Annual report.
- organise and oversee Region AGM

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.