



Date: 11/12/06  
Doc No: DS3

Statement No: 3  
Version: 1

<b>AUDIENCE</b>	All financial members and the general public.
-----------------	---

This statement contains important information about the responsibilities of position holders.

## Secretary

<b>3.1 Subject</b>	Club statement on the responsibilities and duties of the office of Secretary.
<b>3.2 Purpose</b>	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
<b>3.3 Principle</b>	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
<b>3.4 Duties</b>	<p>The Secretary's responsibilities include:</p> <ul style="list-style-type: none"> <li>a) attending all meetings convened in accordance with the Rules of the Club.</li> <li>1 b) administering the affairs of the club as directed by the Executive Committee, Management Committee, or members as the rules direct.</li> <li>2 c) signing all outgoing correspondence and receiving all incoming correspondence and generally advance details of all written matters dealt with by the Executive Committee and Management Committee and report on any other matters.</li> <li>d) recording all minutes of proceedings and maintaining a record of names of persons in attendance at committee meetings and general meetings held.</li> <li>e) preparing the agenda for each meeting the club may have.</li> <li>f) controlling and regularly checking the club's Post Office Box account.</li> <li>g) preparing an annual report for presentation at the Annual General Meeting.</li> <li>h) undertaking other duties as may come within the province of Secretary.</li> <li>i) maintaining a club Email address list of members.</li> <li>j) arranging an appropriate meeting location for committee meetings and any other meetings as required by the club.</li> <li>k) managing the printing and distribution of minutes to all current members and other persons as directed by the committee.</li> <li>l) maintaining an appropriate and secure location to house the club's business records.</li> <li>m) managing the club's training ground hire through the ACT Sports Grounds Office.</li> </ul>
<b>3.5 Reference Codes</b>	<p>1 = Doc No: CC4 – Committee Part 4 / Rule 16, Rule 18 2 = Doc No: CC6 – Committee Part 6 / Rule 39</p>