

# Ringwood Golf Club

## Position Description



## Assistant Secretary

1. To attend monthly committee meetings and any extraordinary/special meetings.
2. To minute resolutions and significant discussions at monthly committee meetings, the Annual General Meeting and any other extraordinary meetings held throughout the year. These minutes need to be compiled in an easy to read document for distribution to all committee members and placed on public record.
3. Generally understudy and assist the Secretary. When the Secretary is unavailable the Assistant Secretary will do the Secretary's role to the best of their ability. This would include collecting mail from the post office box, possibly invoicing new members (via the Treasurer), checking inbox at [ringwoodgc@bigpond.com](mailto:ringwoodgc@bigpond.com) and replying to emails as required.