

# Ringwood Golf Club

## Position Description



## Secretary

The secretary has overall responsibility for the following:

- Keep members informed via email of any issues that arise
- Prepare the agenda for club meetings in consultation with the Chairperson
- Make arrangements including venue, date, times for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club AGM
- Read, reply and file correspondence promptly
- Organise, collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses (MiClub), life members and sponsors
- Maintain files of legal documents
- Act as the public officer of club, liaising with members of the public, affiliated bodies and government agencies.

### Rules of Association 2019:

**Below are the rules under which the Secretary must operate:**

**Rule 4** - The Secretary must:

- 3a Receive all membership applications
- 4 Refer applications and objections to Committee
- 6a Advise applicant of outcome and request payment from successful applicants.
- 7 Within 28 days of receipt of payment enter the applicants name in the members' register (MiClub)

**Rule 5** - The Secretary must keep and maintain a register of members (MiClub) containing:

- a. the name and address of each member;
- b. the date on which each member's name was entered in the register (joining date).

**Rule 6** - The date on which the member ceased membership (record in "locker").

**Rule 7** - The Secretary must provide and receive notices and convene meetings required under this Rule.

**Rule 12** - The Secretary of the Club shall, at least 21 days, or if a special resolution has been proposed at least 21 days, before the date fixed before holding a general meeting of the Club, must cause to be sent to each member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at that meeting. Copies of such motions, submissions regarding special business or proposals, or special resolutions shall be included with the notice convening the Annual General Meeting.

**Rule 23.1b** – The Secretary must receive nominations of candidates for election as Officers of the Club.

**Rule 33** – The Secretary must retain custody of the common seal of the Club.

**Rule 36** – The Secretary must retain custody of the books, documents and securities of the Club.