



Secretary

The Secretary's position is the Centre's main point of contact for members, LANSW and stakeholders. The Secretary is also the caretaker of all administration of the Centre.

Roles & Responsibilities:

- Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members.
- Record all disclosures of interest in the minutes as required under Rule 17.8 of the Constitution.
- Compile all agendas for meetings with assistance from the Executive.
- Assisting all members of the Committee where required.
- Keep on file, all material that may assist the organisation of Little Athletics and the general management and operation of the Centre.
- Forward notices of Committee meetings as required in the Constitution.
- Forward notices of General meetings as required under Rule 21 of the Constitution.
- Keep on file, all significant correspondence received, and a copy of all significant correspondence forwarded on behalf of the Centre by each member of the Executive.
- Endorse correspondence, cheques, financial reports, and other documentation as appropriate.
- Receive and respond to general enquiries from members of the Centre, the public and LANSW in relation to the operation of the Centre and delegate any such queries to the appropriate member of the Committee for further responses where appropriate.
- In conjunction with the President and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavors to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Act on behalf of the Centre as reasonably directed by the Executive.
- Coordinate the preparation of the Annual Report.
- Submit a written report for inclusion in the Annual Report of the Centre.
- Ensure notice of meetings is provided to all committee and club members through the website, social media platforms, and email, as required.
- Co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers
- May be the nominated person to receive and file relevant Working with Children Check documentation.