



## COMMITTEE APPLICATION FORM

### POSITION OVERVIEW: Secretary

#### SKILLS

#### SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

1. **COMMUNICATION:** Good standard of written, oral communication and people skills
2. **GATE KEEPER, ORGANISED:** Ability to identify, prioritise, complete/delegate tasks
3. **ADMINISTRATION:** Record keeping skills and a good understanding of general administration and management requirements
4. **ELECTRONIC:** Competency on Microsoft Word and email systems

#### OBJECTIVES OF THE SECRETARY:

<ul style="list-style-type: none"> <li>• Maintain the organisation's records in a professional, orderly and up-to-date manner</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the organisation's meetings are organised, conducted and recorded according to legal requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Implement administrative and management tasks required by the committee in a timely fashion</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure appropriate correspondence is distributed and that actions required from meetings are fulfilled.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure all committee members are aware of all incoming and outgoing correspondence</li> </ul>

- **KEY OBJECTIVE**

To maintain high standards of Administration and communication within the Club



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### **TYPICAL DUTIES OF THE SECRETARY**

- Attend and actively participate in Committee meetings
- Organise and delegate tasks.
- Manage the internal communication needs.
- Maintain all records efficiently and effectively.
- Manage and supervise others where required.
- Manage all meeting needs and outcome requirements.
- Maintain confidentiality on relevant matters.
- Be well informed of all club activities.
- Be aware of the future directions and plans of members.
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.

### **INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS**

- Ensure that the responsibilities of the Secretary under the Associations Incorporation Act are discharged:
  - notify any change of the registered office of the Association within 1 month (section 17);
  - comply with any request from the Department for a complete copy of the Association's rules (section 52);
  - make the rules available to members if asked and if reasonable costs are met (section 53);
  - ensure that the rules are in printed legible form (section 54);  
provide a certified copy of the audited financial statements to the Department within one month of the adoption of the statements by the Annual General Meeting (section 59);  
notify the Department of any change of president, Secretary or Treasurer within 1 month (section 68);
  - notify the Department of any change in the address of the Secretary within 1 month (section 68);
  - provide the "return" required by the Department with the audited financial statements (regulation 11); and
  - Be one of the signatories for negotiable instruments (for example, bank signatory) (regulation 12, schedule 5).
- Serve as the public officer for the purposes of tax legislation.
- Ensure agenda papers and minutes of Association General Meetings are distributed on a timely basis.
- Ensure agenda papers and minutes of Management Committee meetings are distributed on a timely basis.



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- Ensure key correspondence is processed.
- Ensure membership applications and renewals are administered appropriately and on a timely basis.
- Ensure key records of the Association are kept securely.

Other duties shared by all Committee members such as:

- Preparing for committee meetings and appropriately participating in meetings.
- Undertaking any assignments given by the Management Committee to them on an individual or group basis.
- Maintaining current knowledge about the work of the Association.
- Maintaining current knowledge about the environment in which the Association works and key issues.
- Attending Association functions.



## COMMITTEE APPLICATION FORM **NOMINATION FORM**

**NAME** (please print)

**MEMBERSHIP STATUS** (Financial?) (please print)

NOMINEE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SECONDER: \_\_\_\_\_

**POSITION:**

President :  Vice President – Club Operations:  Vice President – Baseball Operations:

Treasurer :  Secretary :  Registrar :  General Committee

- (Please indicate position nominated by checking the appropriate check box)

A person is not eligible to be elected to the Committee if:

1. the person has been convicted –
  - a. on indictment; or
  - b. summarily and sentenced to imprisonment, other than in default of a fine; and the rehabilitation period, as defined in the Criminal Law (Rehabilitation of Offenders) Act 1986, in relation to the conviction has not expired; or
2. the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of an external territory or another country; or
3. the person has executed a deed of arrangement under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or
4. the person's creditors have accepted a composition under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition; or
5. the person is a patient within the meaning of the Mental Health Act 1974; or

The nominee hereby accepts the nomination, and declares that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Nominee

The proposer and seconder hereby declare that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above, and that they are financial members of Western Districts Baseball Club Inc. and are not precluded from proposing or seconding the nominee.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Proposer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Seconder