

CALISTHENICS ACT POSITION DESCRIPTION SECRETARY

The Secretary role is to provide administrative management for the Cali ACT Board and Council. The role requires you to work closely with all Board members, Council, Sub-Committees and Club Executives. This is a role that needs regular and on-going commitment to all tasks to remain on track. This role is that of a full board member and requires attendance at Board and Council meetings.

Key responsibilities & duties:

- Formulate Cali ACT calendar (including schedule of meetings)
- Book meeting rooms at Raiders Weston on behalf of Cali ACT
- Notify Board members, Council (club delegates), club presidents & secretaries of Cali ACT meetings
- Take and prepare minutes of Cali ACT meetings including action items. Forward to all Board and Council members, club presidents & secretaries within two weeks of the meeting
- Attend to all mail and email correspondence, both in and out. Record monthly for presenting at Cali ACT meetings
- Assist the Cali ACT president in drafting correspondence to clubs as required
- Supporting Cali ACT events as required.
- Attend Cali ACT meetings (Board and Council)
- Assist the Director of Competition and Competition Committee as required
- Prepare annual report for AGM presentation
- Monitor the Cali ACT Post Office Box (Weston Creek)

Meeting Frequency: You will be required to attend both Cali ACT Board and Council meetings on a monthly basis.

Work Experience and Skills Required:

- Excellent communication and reporting skills
- Ability to work with others at all levels
- Experience at club or state committee level would be advantageous

If you require further details or if you have any questions please contact the Cali ACT Secretary via email at secretary@calisthenicsact.com.au or the President at president@calisthenicsact.com.au

