

# Position Description



<b>Volunteer Position Title:</b>	<b>Club Leadership Team - Secretary</b>
<b>Team / Program:</b>	Club Leadership Team
<b>Time Commitment:</b>	Minimum 2 years Approximately 2 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
<b>Reporting To:</b>	Chair - Club LT
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Reference Checks</li> </ul>

<b>Description of the volunteer role:</b>
<p>The Secretary is primarily responsible for the documentation and communication of all Club LT activities.</p> <p>The role will provide key administrative support for the Club Chair and LT including but not limited to; preparing detailed agendas for distribution, recording and circulating accurate meeting minutes, receiving and disseminating Club correspondence to relevant LT members.</p> <p>The Secretary will also be required to complete additional ad-hoc tasks as required by the LT to ensure agreed outcomes for the Club are met.</p> <p>The ideal candidate have proven experience in an administrative capacity with strong organisational and communication skills.</p>

<b>Key Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Organizing meetings, preparing and distributing agendas, record and distribute minutes, receive and disseminate correspondence and other relevant matters as required by the Club Chair</li> <li>• Provide general administrative support to the Zone Chair including providing a link to members and outside agencies as needed.</li> <li>• Support compliance with the SOA code of conduct by all members of the Club</li> <li>• Compliance with all WH&amp;S legislation and SOA WH&amp;S Policy</li> </ul>

<b>Competencies, Skills, Experience, and Education:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisation and communication skills</li> <li>• Work productively with other Club LT members</li> <li>• Computer literacy skills</li> <li>• Demonstrated planning skills</li> </ul>	<ul style="list-style-type: none"> <li>• Advance Microsoft office skills (Word and Excel)</li> </ul>
<b>Experience /</b>	<b>Essential</b>	<b>Desirable</b>



<b>Education</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years relevant experience in an administrative or office support role</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience as a committee secretary in a comparable organisation</li> <li>• Previous experience with a not for profit or disability organisation</li> </ul>
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<b>Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Committee	<ol style="list-style-type: none"> <li>1. Attend scheduled Club LT meetings and take minutes</li> <li>2. Be acquainted with any reports, correspondence or business which is to be presented at the meeting</li> <li>3. Fulfil administrative support tasks in support of the Club LT</li> <li>4. Attend Special Olympics events, especially those hosted by the Club</li> <li>5. Establish and maintain complaints and WH&amp;S register</li> <li>6. Advise Zone LT of any changes to the Club LT membership</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure meeting minutes are accurately recorded and disseminated to Club LT members within two weeks</li> <li>2. Timely communication of relevant correspondence or business matters to Club LT members as required</li> <li>3. Administrative support tasks for the Club LT are addressed in a timely manner</li> <li>4. Events attended where appropriate</li> <li>5. Complaints and WH&amp;S register accurately maintained and available upon request</li> <li>6. Club LT changes are reported to the Zone LT within two weeks of change</li> </ol>

<b>Key Relationships And Interactions:</b>	
<b>Internal</b>	SOA Executive Team and staff, Zone LT and members, Club LT and members, Athletes and family members
<b>External</b>	Sponsors and partners, local government

<b>Special Olympics Vision, Mission, About Us, and Athletes Oath</b>	
<b>SOA Vision</b>	Everyone with an intellectual disability has the opportunity to participate in sport
<b>SO Mission</b>	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
<b>About Us</b>	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
<b>Athletes Oath</b>	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."