

Position Description



Volunteer Position Title:	Club Leadership Team - Secretary
Team / Program:	Club Leadership Team
Time Commitment:	Minimum 2 years Approximately 3 - 5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
Reporting To:	Chair - Club LT
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Working with Children's Check • Reference Checks

Description of the volunteer role:

The Secretary is primarily responsible for the documentation and communication of all Club LT activities.

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.

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.

The ideal candidate has proven experience in an administrative capacity with strong organisational and communication skills.

Key Responsibilities:

- Organizing meetings, preparing and distributing agendas, record and distribute minutes, receive and disseminate correspondence and other relevant matters as required by the Club Chair
- Act as communications liaison between the Club, State and SOA.
- Provide general administrative support to the State Chair including providing a link to members and outside agencies as needed.
- Support compliance with the SOA code of conduct by all members of the Club
- Compliance with all WH&S legislation and SOA WH&S Policy
- Assist Club LT with Club Accreditation process – every 2 years
- Assist Club LT with compiling nominations for annual SOA Awards
- Provide timely and expedient Club communications to members as required

Competencies, Skills, Experience, and Education:

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

	Essential	Desirable
Experience / Education	<ul style="list-style-type: none"> Minimum 3 years relevant experience in an administrative or office support role 	<ul style="list-style-type: none"> Previous experience as a committee secretary in a comparable organisation Previous experience with a not for profit or disability organisation

Performance Area	Key Tasks	Performance Indicators
Committee	<ol style="list-style-type: none"> Attend scheduled Club LT meetings and take minutes Be acquainted with any reports, correspondence or business which is to be presented at the meeting Fulfil administrative support tasks in support of the Club LT Attend Special Olympics events, especially those hosted by the Club Establish and maintain complaints and WH&S register in conjunction with the Club Vice-Chair Advise State LT of any changes to the Club LT membership 	<ol style="list-style-type: none"> Ensure meeting minutes are accurately recorded and disseminated to Club LT, State LT and SOA members within two weeks Timely communication of relevant correspondence or business matters to Club LT members as required Administrative support tasks for the Club LT are addressed in a timely manner Events attended where appropriate Complaints and WH&S register accurately maintained and available upon request Club LT changes are reported to the State LT within two weeks of change

Key Relationships And Interactions:	
Internal	SOA Executive Team and staff, State LT and members, Club LT and members, Athletes and family members
External	Sponsors and partners, local government

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	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.
About Us	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.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."