



Secretary Position Description

Introduction

1. The Croquet Australia Board appoints the Secretary, who may or may not be an elected or appointed Director.
2. The Secretary is the chief administration officer of Croquet Australia. In partnership with the Chairperson, the Secretary is responsible for ensuring that Croquet Australia is run in accordance with its constitution, rules, by-laws, policies and procedures.

Secretary's Responsibilities

1. Primary responsibilities for the role of Secretary include:
 - 1.1. In conjunction with the Chair, convene all committee meetings and general meetings.
 - 1.2. Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
 - 1.3. Maintain meeting minutes, ensuring they are signed by the Chair and that actions required from meetings are fulfilled.
 - 1.4. Manage all general correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.
 - 1.5. Maintain a register of the latest version of all association documentation, ensuring it remains relevant and in line with industry standards including but not limited to the constitution, by laws, policies and procedures, terms of reference etc.
 - 1.6. Assist the Chair and Board in its strategic planning and decision-making.
 - 1.7. With support from Board members, complete Annual Report.
 - 1.8. If the Secretary is a Director, they have also all the responsibilities of other Board members as described in the Board Director Position Description (13th February 2020)