

Croquet Australia

BOARD 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 plays an important role in supporting the effectiveness of the board and its committees and supports the Chair, CEO for ensuring that Croquet Australia is run in accordance with its constitution, rules, by-laws, policies, and procedures.

Secretary's Responsibilities.

3. Prime responsibilities for the role of Secretary include:

- 3.1 Confirm the Board meetings and General meetings in conjunction with the Chair and the CEO.
- 3.2 Distribution of meeting agendas, supporting documents and any other information or reports requested by the Board or CEO for Board meetings and general meetings.
- 3.3 Ensure that the business of Board and committee meetings are accurately captured in the minutes.
- 3.4 Co-ordinating the timely despatch of Board and committee papers.
- 3.4 Maintain proficient correspondence handling, effective records, and administration.
- 3.5 Maintenance of 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.
- 3.6 Assisting the Chair, CEO and Board in its strategic planning and decision-making.
- 3.7 Contribution of Board activities to the Annual Report.

4.If the Secretary is also a director, they have also all the responsibilities of other Board members as described in the Board Director Position Description.

An honorarium will be awarded at the discretion of the Board.