

Job Description- Bellarine Dog Activities Group

Club Secretary (volunteer)

Job Overview:

The Club Secretary is a voluntary position responsible for the day to day administrative functions which support the operations of the club. The position is critical to the successful management of the club and is a member of the Committee.

Key functions of the position are to keep the club records and documents, to assist in arranging and recording club events such as meetings, and attending to mail and email. The secretary is often the first point of contact for people interested in the club who need information or details about club activities. The Secretary works closely and collaboratively with the President, Head Trainer and other Committee members. The Secretary maintains good professional relationships with Club members and prospective members.

This a voluntary role estimated to require an average of 7 hours per week for some 44 weeks per year.

Reports to:

The Secretary reports to the Committee, and for any urgent matters to the President (or Vice President).

Direct Reports:

The Equipment and Grounds Coordinator reports to the Secretary

Secretary Tasks

Key tasks performed by the Secretary are:

- Maintain an up to date register of all club members with contact details, dog details and levels, etc.
- Take and address new member enquiries about the club and its operations (training enquiries are referred to the Head Trainer for decisions).
- Collaborate with the committee to prepare a new members kit, and disseminate kits to new members.
- Communicate with new members re applications, club requirements, basic training methodology, class options, and orientation, etc.
- Maintain list of new member applicants with details as above and submit to committee for acceptance as members; communicate with new members as required.
- Communicate class allocations to general members for blocks (class allocations are determined by Head Trainer).
- Prepare lists of classes for instructors (class make determined by Head Instructor), including member contacts and send out to instructors. Prepare class rolls.
- Meet or arrange instructors to meet new members as required to show training etc.
- Arrange committee meetings, instructor meetings and other meetings as directed, prepare agendas, take minutes, arrange venue and refreshments etc.

- Arrange AGM each year, prepare agenda and minutes for president approval, circulate agenda and reports, arrange venue and any refreshments.
- Monitor payments and banking. The Treasurer has the key role in managing finances, but the constitution requires that a second Committee member also monitors club finances.
- Take cash payment for minor items such as clickers, leads, etc. in the 'suitcase', issue receipts, bank funds or provide to treasurer for banking.
- Liaise with Treasurer on any purchases, sales and banking.
- Take and place orders for training equipment – e.g. Black Dog, Snooza, review the purchasing system.
- Assist in the change to all membership payments and applications being made through google docs (on the webpage).
- Liaison with showgrounds committee in relation to the Club's licence and use of showgrounds (with President).
- Prepare name tags for instructors and new members undertaking training.
- Prepare certificates for handlers/dogs which have completed – level 1, Level 2 and Geelong Canine Citizen.
- Follow up instructor submission of end of block reports.
- Monitor the vaccination status of all dogs attending classes – develop a checking system for committee approval, and implement system.
- Annual lodging of documents of the association with the Registrar within prescribed times – legal requirement.
- Ensure all club records are maintained and filed appropriately.
- Arrange any approved training for instructors and club officials.
- Assist in the development and review of administrative systems for streamlining operations and to improve service; assist in the implementation of approved systems and changes. In particular this is likely to involve changes from paper-based to digital platforms and automated processes.
- Undertake any other administrative duties as required by the Committee from time to time, e.g. preparation of letters and emails, responses to various enquires about the club and its listings.

Knowledge and Skills:

- A solid understanding of the Club, its purpose and functions.
- Ability to work collaboratively and cooperatively with others to get results.
- Ability to communicate effectively.
- Mastery of office skills, including meeting procedures, record keeping, word processing, data management, preparation of reports and correspondence.
- Ability to take responsibility without direct supervision and to exercise judgement to make decisions within the scope of assigned authority.