



ROLE DESCRIPTION

Role	Secretary
About	The Secretary is responsible for the efficient management, coordination, and communication of all administrative tasks undertaken by the South Wagga Blues Cricket Club. The role ensures strong governance, accurate records, and compliance with legislative and association requirements
Key Roles & Responsibilities	<ul style="list-style-type: none"> • Act as the Public Officer of the Club and primary administrative contact. • Organise Club Committee meetings and the Annual General Meeting (AGM). • Prepare meeting agendas in consultation with the President and distribute in accordance with Club rules. • Prepare, distribute, and securely store minutes and reports of all meetings. • Maintain accurate and current Club records, registers, constitutions, by-laws, and policies. • Lodge required reports and returns with regulatory bodies (e.g. NSW Fair Trading) in accordance with legislation. • Manage all incoming and outgoing correspondence, ensuring appropriate follow-up and filing. • Liaise with the Association regarding registrations, player transfers, and administrative requirements. • Maintain key Club templates and official documentation. • Liaise with local media, clubs, and community organisations when required.
Desired Skills, Attributes & Knowledge	<ul style="list-style-type: none"> • Highly organised with strong attention to detail. • Effective written and verbal communication skills. • Sound computer and document management skills. • Ability to manage confidential information appropriately. • Familiarity with, or willingness to learn, Club governance obligations. • Holds, or is willing to obtain, a current Working with Children Check.
End Of Year Hand Over	<ul style="list-style-type: none"> • Prepare comprehensive handover notes, registers, and templates. • Support induction and training of the incoming Secretary or Assistant Secretary. • Transfer access to systems, records, and filing requirements