

## What is a Secretary?

The secretary's job is to maintain the club's non-financial records and ensure that club meetings and the club in general runs smoothly.

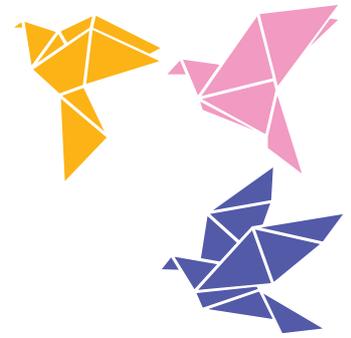
## What are the responsibilities of a Club Secretary?

- To ensure all members are registered on the USASA Club database
- To arrange General and Executive meetings, including developing the agenda
- To take and distribute minutes of all General and Executive meetings
- To be responsible for the inward and outward correspondence of the Club
- To regularly monitor the club web page and email account
- To arrange events, book facilities, equipment, transport, etc.
- To ensure that the minutes of any Annual General Meeting or Special General Meeting are submitted to USASA along with an updated Committee Contact List
- To manage the clubs' membership database on the USASA website
- To ensure that the club is compliant to USASA's requirements for clubs
- To liaise with fellow Executives; and
- To pass on their knowledge to their successor

Note: Depending on the Club and its Rules of Governance, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.

## Tips for Success

- It is important that Secretaries have good time management so that they can ensure records are kept up-to-date, meeting agendas go out on time and minutes are typed and distributed in a timely manner.
- Communication skills are also important as the secretary will not only need to work closely with the other Executives, but will also be responsible for dealing with external correspondence.
- As Secretaries are responsible for managing the club membership database, it's important that they familiarise themselves with how to approve new member requests on the USASA website and to maintain regular contact with new and existing club members.
- Each club is different, and each executive committee is different. Early in their term, the committee should discuss their expectations of each other and themselves, and how they would like to work together to achieve the objectives of the club. The committee might like to set some ground rules for themselves.



### **Related Forms and Templates (click to view)**

- [Agenda Template](#)
- [Minute Template](#)
- [Executive Committee Contact List Template](#)
- [Meeting Guide](#)
- [AGM and SGM Minute Submission](#)
- [Using the USASA Website to Manage Your Club](#)