



# Club Secretary

## Role:

In line with the Club Rules the Secretary will be the first point of contact for enquiries and information on behalf of the Club. Additionally they are required to be the “go to” person for all administration requests by members of the Club.

## Functional Relationships:

- Club Executive Committee
- Volunteers
- Families
- Athletes
- Special Olympics New Zealand staff (*The key liaison point will be the Manager – Business Operations and/or the Regional Sports Coordinator*)
- Other Club partnerships as deemed appropriate

## Main Tasks:

- To manage the registration of all Club athletes and volunteers;
- Ensure that Club athlete and volunteer details and documentation held by the Club is up to date - this includes athlete medicals;
- Ensure that Special Olympics New Zealand is provided with up to date details and documentation for Club athletes and volunteers – this includes athlete medicals;
- Liaise with the Club Chair and Executive to arrange committee meetings;
- To receive, action, distribute, file and record all correspondence;
- To prepare an annual schedule of meetings;
- To prepare agendas, minutes and any other administration tasks associated with the Club meetings;
- Collect, collate and distribute all reports for the Club Executive Committee and Annual General Meetings and any other meetings called by the Club Chair;
- To maintain all Club templates, checklists, planning documents and policies;
- To be fully familiar with the Club Rules;
- To keep Club records accurate and up to date at all times.

## Skill Set:

### Essential

- Strength in relationship management;
- Effective communicator – verbally and in writing;
- Computer literacy including a good working knowledge of all Microsoft Office products;
- Well organised and able to delegate tasks;
- Working knowledge of Special Olympics New Zealand Club Rules, policies and guidelines.
- Approachable and a good listener;
- An ability to maintain confidentiality when required.

**Desirable**

- Enthusiasm and a “can do” attitude;
- Motivational skills.

**Accountable to:**

Members of the Club through the Club Executive Committee.