



Secretary

The Secretary is one of the primary organisers of the club and is responsible for effective administration. The Secretary is the link between the club and its stakeholders, including Racing Queensland.

The Secretary should:

- Have good organisational skills
- Have some computer skills
- Be a good communicator
- Be able to keep confidential matters confidential

Specific responsibilities include but are not limited to:

- Maintaining records of the Committee and ensuring effective management of the club's records
- Ensuring that proper notification is given of Committee and club meetings as specified in the bylaws
- Developing the meeting agenda in consultation with other Committee Members and distribution of the agenda prior to the meeting
- Ensuring up-to-date copies of the Constitution are available at all meetings
- Being sufficiently familiar with club documents and when they apply during meetings
- Ensuring accurate and sufficient documentation exists to meet legal requirements
- Managing the minutes of Committee meetings and ensuring they are distributed to committee members no later than seven (7) days, where possible, after each meeting
- Leading the Committee in providing regular communication to club members and other relevant stakeholders
- Establish a Committee calendar each year with race and meeting dates, the AGM and note when the club's Commercial Compliance report is due to Racing Queensland.
- Liaising with Racing Queensland on behalf of the club, particularly for licensing and compliance matters
- Being the nominated person to receive and file relevant Police Check records. (These are to be provided to Racing Queensland as soon as is practical once an Executive Committee Member is appointed to the club)
- Ensuring that the records of the club are maintained as required by law and made available when required by authorised persons (This may include founding documents, lists of Committee Members, Committee meeting minutes, financial reports, and other official records)
- Manage the ongoing administration of the business plan
- Managing the general correspondence of the Committee and club except for such correspondence that is assigned to others