

# Terms of reference for Secretary

- An executive committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> <li>a) Holds full club membership and be current.</li> <li>b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility.</li> <li>c) Ability to work in a very structured and procedural manner, with ability to interpret regulatory matters and advise the committee as required.</li> <li>d) Ability to correspond with 3<sup>rd</sup> parties (e.g. clubs, companies, individuals) on behalf of the club in a professional manner.</li> <li>e) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.</li> </ul>
2.	Authority of role	<ul style="list-style-type: none"> <li>f) Owns and enforces the club constitution and to ensure that the chairman and committee are acting in accordance therewith.</li> <li>g) Enforces all clubs governance processes working with all members of the management committee (signatory for club bank accounts with Club Treasurer); ensures committee documentation is maintained with proper club formats/templates, promotes security of all documentation and databases for safe storage, and with regards to the DP act.</li> <li>h) Custodian of all club collateral (e.g. documents, DVDs, photographs, databases), such that all committee officers submit their content for backups to be kept in the clubs back-up hard drive – responsible for the clubs 'crown jewels', including all original content (e.g. DVDs).</li> <li>i) Has a vote on all committee decisions when put to the ballot.</li> </ul>
3.	Governance of role	<ul style="list-style-type: none"> <li>j) Maintains a MS Word document titled 'G4OC #3 Communication Register.doc' of all important official club correspondence containing source, date received, subject, response date.</li> <li>k) Maintains a MS Word document titled 'G4OC #4 Multimedia Archive Register.doc' of all important electronic multimedia, essentially an index of the content in the 500Gb hard disk.</li> <li>l) Organises <u>all</u> committee meetings well in advance, publishes meeting agenda, takes minutes, and publishes minutes on forum within 14 days of the meeting.</li> <li>m) Ensures that all documentation required from committee officers are collected and distributed to the whole committee at least 2 days prior to the regular committee meetings.</li> <li>n) Ensures that any actions arising are given to the right committee member based on their role; liaises with Chairman on matters of conflict.</li> <li>o) Liaises with executive committee members on day to day constitutional and communication issues/matters with other committee members as needed (based on their role).</li> <li>p) Reports at every committee meeting: any official correspondence; constitutional matters; any new ideas.</li> <li>q) Any non-conformance to the Terms of Reference will be assessed by the remaining executive committee members for the proper functioning of the club and taken to the full committee with appropriate recommendation.</li> </ul>

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## Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

### Acceptance of Committee position

Name:

Date:

Signature: