***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Secretary**

**Objective**: Ensure smooth administration, coordination, and communication for all club activities, primarily focused on kart racing and recreational karting events.

The club adheres to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club itself.

**Responsible to**: The President

**DESIRED SKILLS**

* Highly organised with a keen eye for detail.
* Proficiency in computer software, especially those related to event planning and database management.
* Excellent communication skills, both written and verbal.
* Strict confidentiality ethics, especially with regards to club matters.
* Possession of, or the ability to obtain, a volunteer’s 'Working with Children Check' or equivalent.

**KEY ROLES & RESPONSIBILITIES**

* Adhere and promote the mission, vision, and values of Karting Australia, the State Karting Association, and the Club.
* Stay updated with all current Club documents, rules, and karting regulations.
* Coordinate Club and Annual General meetings (AGM).
* Collaboratively work with the President to draft meeting agendas and circulate them timely to members.
* Document, disseminate, and archive minutes/reports from committee and general meetings.
* Prepare Annual Reports for the Incorporations Act and AGM.
* Facilitate the nomination process for the Committee and crucial club roles.
* Preserve an updated copy of the Club's Rules and By-Laws.
* Submit necessary reports and notifications per the Incorporated Associations Act on the club’s behalf.
* Maintain a comprehensive register of members, sponsors, karting participants, and other affiliated entities.
* Efficiently handle all correspondence for the Club, ensuring prompt reactions, follow-ups, and necessary distributions.
* Ensure all club licenses, especially those concerning karting, remain up to date.
* Collaborate with the State association on Driver and Officials registrations, Permits and other mandatory paperwork.
* Act as the Public Officer of the Club (Incorporated Association).
* Keep club templates, like letterheads, updated and easily accessible.
* Represent the club and liaise with local media, other karting clubs, and relevant community organisations.
* Secure and manage essential legal documents, such as constitutions, leases, and property titles.

**END OF YEAR/TERM HANDOVER**

It's imperative that the club maintains a seamless transition between secretaries. To this end:

* An assistant secretary should be recruited or appointed, prepared to take over responsibilities.
* Clearly outline expectations to assistant secretaries.
* Ensure assistant secretaries undergo necessary training and are well-versed in club operations.
* Offer consistent oversight, guidance, and support to assistant secretaries throughout their tenure.