

Useful References

info@dsr.wa.gov.au

www.dsr.wa.gov.au—
Clubs—Clubhouse—The
Key to Efficiency

www.helpforclubs.org.uk

*Let all things be done
decently and in order—
Corinthians 14:40*

City of Armadale
Leisure Services
Locked Bag 2
Armadale WA 6992

Club Development Officer
9399 0407

www.armadale.wa.gov.au

Being Organised The Secretary

The efficiency and promptness of a secretary will enhance the smooth running of your club.

What does a Secretary do?

- Reads, passes on to the appropriate club member, and responds to correspondence. Maintaining a filing system will assist here.
- Write reports as required and file those of sub committees.
- Maintain a register of members, life members, sponsors, legal documents. This can be delegated to the Registrar.
- Informs the committee when due dates are looming.
- Liaise with other clubs, associations, business, local government etc...
- Guides the President and committee in yearly planning.
- Notifies committee members of meetings.
- Produce and distribute minutes of meetings.

Handy Hints

- Maintain a logical filing system.
- Draw up a calendar of events with all key dates.
- Communicate to the membership.
- Be persistent and dogged.
- Maintain impartiality.
- Be knowledgeable of the club's constitution and strategic plan.
- Do not be too involved in meeting discussions, so as you can record minutes accurately.