



TRUST WAIKATO
WHIRITOA LIFEGUARD SERVICE
Kaitiaki o Whiritoa te Moana

Position Description: Secretary

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone’s contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club’s positive image in the community 	
Description	The Secretary is responsible for the efficient administration of the club	
Reports to	<ul style="list-style-type: none"> ▪ Committee 	
Relationships	<ul style="list-style-type: none"> ▪ Committee ▪ Communications Sub-Committees 	<ul style="list-style-type: none"> ▪ Club members ▪ SLSNZ Club Development Officer (CDO)
Desirable attributes	<ul style="list-style-type: none"> ▪ Well organised ▪ Able to manage people ▪ Excellent communication skills 	<ul style="list-style-type: none"> ▪ IT capable ▪ Minute taking skills
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Assist in the development and implementation of the Club Strategic Plan 3. Assist in the development and implementation of the Club calendar and budget 4. Be a role model for Club members 5. Ensure the Club Committee receives timely and accurate information 6. Respond to Club Committee correspondence in a timely manner 7. Attend Committee meetings either in person or remotely 8. Report any risks or incidents to the Chairperson 9. Provide any important media information to the Chairperson 10. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Chair the Communications Sub-Committee and reports to Club Committee 2. Handle inwards and outwards correspondence 3. Ensure records and important documents are filed logically and safely 4. In conjunction with the Chairperson set Committee meeting dates and agendas 5. Take minutes at committee meetings 6. Prepare and provide any reports to the committee as required 7. Compile the Annual Report 8. Ensure all documentation is logged and up to date with the registrar of Incorporated societies 9. Manage and record Honours and Awards data provided by the Awards Sub-Committee 10. Oversee Club newsletter publications and internet / social media 11. Liaison point for the Whiritoa Summer Program Coordinator 12. Delegate but remain accountable for any of the above duties 13. Undertake any other activities as required by the Club Committee 	