

**Wide Bay Regional Swimming Association**  
**MANAGEMENT COMMITTEE MANUAL**

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**Section 2.3            Position Description - Secretary**

*Written : 2005*  
*Last Revised : July 2013*

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**Position Overview :**

- Directly responsible to the President
- Shall work with the Management Committee and members to ensure efficient administrative procedures within the Association
- Should be fully conversant with the Association's Constitution, policies and procedures

**Primary Duties :**

- Follow the directions and requests of the President and the Management Committee, acting in a timely manner
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate
- Make appropriate arrangements for meetings, including provision of adequate notice to members, attendance, venue and hospitality
- In consultation with Committee Members, prepare and distribute an agenda for meetings in a timely fashion
- Take minutes at meetings, collate and distribute in a timely fashion
- Co-operate with members and foster good relations to benefit members
- Add any correspondence to google docs