

**Responsible to:** Club President

### RESPONSIBILITIES AND DUTIES

- Make arrangements for TBSLSC (the Club) meetings including agenda, venue, date, in consultations with the Chairperson and advise members accordingly.
- Collect and collate reports from office bearers.
- Take minutes of meetings and maintain a copy for records.
- Ensure circulation of minutes to committee members within seven (7) working days to the next meeting.
- Call for nominations for committees and other positions for the Club Annual General Meeting (AGM)
- Receive, record, read, reply, and file correspondence promptly.
- Provide a copy of all correspondence in and out to the monthly meetings.
- Collate and arrange printing of the Annual Report.
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles.
- Maintain data entry in SurfGuard and ensure records are current
- Act as the Public Officer of the Club, liaising with members of the public, affiliated bodies and government agencies and in particular Fair Trading NSW
- Perform the general routine administration of the Club.
- Ensure achievement of relevant sections of the Club Management Plan.

### KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively.
- Well-organised and can delegate tasks.
- Maintain confidentiality on relevant matters.
- Have a good working knowledge of the Club Constitution.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the general public.
- Good business sense.
- A practical knowledge of computer systems and programs such as SurfGuard and Microsoft Office applications.