

Secretary

St Mary's Sharks Basketball Club



The Association Secretary is also the club Secretary of the St Mary's Basketball Club Committee. The Association Secretary is appointed at each Annual General Meeting and their details must be notified to Consumer Affairs Victoria (CAV), within 14 days of appointment. The Association Secretary has legal responsibilities for submitting documents to Consumer Affairs Victoria and is the official contact person for the organisation.

The Secretary of an Incorporated Association undertakes an important legal role within the Association, especially in terms of accurate recording of information.

The Secretary must:

- Be aware of all ongoing issues related to the club and assume all responsibilities expected of an Executive Committee Member, along with the President, Vice President and Treasurer.
- Be an 'expert' on club policies and their scope.
- Be a 'signatory' to the club's bank account.
- Record all outgoing and incoming correspondence.
- Ensure that meeting protocol is followed and that a quorum is achieved.
- Take accurate minutes of each committee meeting and distribute the minutes within one week of the meeting. Minutes should be distributed electronically as pdf documents.
- Ensure that all copies of meeting agendas and minutes are saved to OneDrive in a folder that is shared with all committee members via their club accounts.
- Prepare relevant documentation prior to each committee meeting.
- Draft any letters necessitated through the business arising from each committee meeting.
- Act as one of the central communicators of the committee.
- Be a contact person (along with the President) for receiving communications from the Diamond Valley Basketball Association.
- Keep the seal of the Incorporated Association.
- Manage the compliance requirements of all Volunteer Coaches each season.
- Manage the compliance requirements of all committee members, ensuring that new members have read and acknowledged all club policies.

The Association Secretary must:

- Lodge, with CAV, the statement of the Annual General Meeting and financial statement within one month of the AGM. The annual statement and financial documents are submitted to CAV via myCAV, an online portal. The Secretary is required to establish a myCAV account for this purpose (using a personal, not club, email address). The outgoing Secretary will 'appoint' the new Secretary via MyCAV.
- Produce any book, record or document to the Registrar of Incorporated Associations, as required.

- Keep an up-to-date Association Membership list with addresses and telephone numbers (this list is available via the online registration platform, PlayHQ)

For further information regarding the role of the Association Secretary see: <http://www.consumer.vic.gov.au>;

Email: Secretary@stmaryssharks.org.au