

# MANAGEMENT COMMITTEE APPLICATION FORM



All Stars Baseball Club

SECRETARY

## POSITION OVERVIEW:

### TIMEFRAME FOR POSITION

**TWO YEAR TERM** (with the opportunity to reapply for a second two year term) **NOTE:** Committee members **cannot hold office for more than 4 years** and **must retire** from the committee **for a mandatory period of one year.**

### RECOGNITION & REWARD OFFERED FOR THIS POSITION

Will attract a Band of Level 1- \$400

### SKILLS

1. **COMMUNICATION:** Good standard of written, oral communication and people skills
2. **GATE KEEPER ORGANISED** Ability to identify, prioritise, complete/delegate tasks
3. **ADMINISTRATION:**, record keeping skills and a good understanding of general administration and management requirements
4. **ELECTRONIC:** Competency on Microsoft Word and email systems

### OBJECTIVES OF THE SECRETARY:

- Maintain the organisation's records in a professional, orderly and up-to-date manner
- Implement administrative and management tasks required by the committee in a timely fashion
- Ensure the organisation's meetings are organised, conducted and recorded according to legal requirements
- Ensure appropriate correspondence is distributed and that actions required from meetings are fulfilled.
- Ensure all committee members are aware of all incoming and outgoing correspondence

### KEY OBJECTIVE

To maintain high standards of Administration and communication within the Club

### TYPICAL DUTIES OF THE SECRETARY

- Attend and actively participate in Committee meetings
- Organise and delegate tasks.
- Manage the internal communication needs.
- Maintain all records efficiently and effectively.
- Manage and supervise others where required.
- Manage all meeting needs and outcome requirements.
- Maintain confidentiality on relevant matters.
- Be well informed of all club activities.
- Be aware of the future directions and plans of members.
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.

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## INCORPORATION & TYPICAL CONSTITUTIONAL REQUIREMENTS

- Ensure that the responsibilities of the Secretary under the Associations Incorporation Act are discharged:
  - notify any change of the registered office of the Association within 1 month (section 17);
  - comply with any request from the Department for a complete copy of the Association's rules (section 52);
  - make the rules available to members if asked and if reasonable costs are met (section 53);
  - ensure that the rules are in printed legible form (section 54);
  - provide a certified copy of the audited financial statements to the Department within one month of the adoption of the statements by the Annual General Meeting (section 59);
  - notify the Department of any change of president, Secretary or Treasurer within 1 month (section 68);
  - notify the Department of any change in the address of the Secretary within 1 month (section 68);
  - provide the "return" required by the Department with the audited financial statements (regulation 11); and
  - Be one of the signatories for negotiable instruments (for example, cheques) (regulation 12, schedule 5).
- Serve as the public officer for the purposes of tax legislation.
- Ensure agenda papers and minutes of Association General Meetings are distributed on a timely basis.
- Ensure agenda papers and minutes of Management Committee meetings are distributed on a timely basis.
- Ensure key correspondence is processed.
- Ensure membership applications and renewals are administered appropriately and on a timely basis.
- Ensure key records of the Association are kept securely.

### Other duties shared by all Committee members such as:

- Preparing for committee meetings and appropriately participating in meetings.
- Undertaking any assignments given by the Management Committee to them on an individual or group basis.
- Maintaining current knowledge about the work of the Association.
- Maintaining current knowledge about the environment in which the Association works and key issues.
- Attending Association functions.

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CLUB	All Stars Baseball Club	
POSITION	CLUB SECRETARY	TERM 2 years

## APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

### 1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a discharged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

## PROCESS

**ELECTRONIC APPLICATIONS ONLY**:- (hand written applications will NOT be accepted)

Applications close :- 15<sup>th</sup> June 2018

Form to be completed:- Electronically and forwarded to [secretary@allstarsbaseball.com.au](mailto:secretary@allstarsbaseball.com.au)

Applicant's Name		
_____		
Applicant's Contact Details	Ph: _____	Mb: _____
Email: _____		

## APPLICANT'S SUPPORT

MOVED	Name	email
_____		

SECONDED	Name	email
_____		

## MANAGEMENT COMMITTEE APPLICATION FORM

Date application completed and sent

THE POSITION	CLUB SECRETARY
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APPLICANT'S NAME	
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### MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

### SKILLS YOU BRING TO THE CLUB AND THIS POSITION

Note the min standard required for this position: is that you have experience with computers, word and electronic mail