

**SFSC COMMITTEE**  
**POSITION DESCRIPTION**



**Secretary**

**Desired skills:** Must have advanced computer skills, experience in the skating community would be a strong advantage, strong organizational skills, good written and verbal communication skills and must have email accessibility.

- Responsible for delivering and recording all communications of SFSC.
- Keep as permanent record, minutes of the proceedings of the committee meetings. Circulate to committee in a timely manner & store on share drive.
- Write and answer correspondence on behalf of SFSC.
- Group emails to members as required (via Mailchimp or another online tool)
- Maintain business and action plans.
- Ensure all notices are duly given in accordance with the provisions of the bylaws/constitution or as required by law.
- Be the custodian of all other Club records as required by non-profit law.
- Correlate committee contact details and circulate to committee.
- After newly elected committee notify NSWISA of the appointment of office bearers of SFSC.
- Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President.
- Attend all meetings that are called to order.
- Serve on at least one Club committee.

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**Secretary cont.....**

- Prepare and submit press releases to newspapers and radio stations as needed.
- Keep the club bulletin board up to date.
- Liaise with COIR management to ensure facilities and resources are available for members.
- Responsible for club brochure updates.
- Championship events/Artistic/Aussie Skate/Developmental competitions require the volunteering support of all members of the committee.
- Assist in the setup and maintenance of the volunteer rosters database.
- This position works with all committee members and reports to the SFSC President.
- Maintain a personal and professional behavior of cooperation, collaboration, respectfulness and most of all courteousness at all times.
- ***Must be an SFSC current financial member.***
- ***Must be an NSWISA volunteer member.***
- ***Must Provide a current WWCC number to Membership Officer.***
- ***Upon appointment, must complete the Committee Member Agreement***