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**Position Overview and Application Form of - Club Secretary**

**Timeframe for Position:**

The position is for a two year term, with the opportunity to reapply for a 2nd 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. The Annual General Meeting (AGM) of the Association marks the beginning and end of the term dates. Or in the case the position shall become available outside this time the position start date shall be when the Management Committee agrees on the acceptance of the application.

**Recognition & Reward Offered for this Position:**

$300 in club credits (per club year) as per the terms below:

* Issued as 3 x $100 at the 1st of February, June and October and will be maintained by the club treasurer within the clubs accounting system.
* May be used for subsidised membership, clinics and events. This is done via email to the treasurer.
* To be used by the position holder for themselves or for any direct family member living under the same roof.
* Unused credits will be deleted at the end of the term and will not be paid out in the form of cash.
* Recognition reward is paid where there has been demonstrated involvement with the club within the position.

Free camping on dates camping has been approved by Council. This includes direct family members and horses.

**Skills:**

* Communication: Good standard of written, oral communication and people skills.
* Gate Keeper Organised: Ability to identify, prioritise, complete/delegate tasks.
* Administration: Record keeping skills and a good understanding of general administration and management requirements.
* Electronic: Competency on Nominate, Mail Chimp, Dropbox, Microsoft Office, and Gmail.

**Objectives of the Secretary:**

* To maintain high standards of Administration and communication within the Club.
* 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.

**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.
* Remain respectful and supportive with all members.

**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:**

* 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.

Management Committee Application Form

For the position of: **Club Secretary**

\*For the 2-year term of: 20\_ \_ - 20 \_ \_

**NOTE: This form must be completed electronically and forwarded to** [**president1.cgdrc@gmail.com**](file:///C:\Users\masse\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\president1.cgdrc@gmail.com) **via email (hand written applications will NOT be accepted) along with copies the following current documents…**

* You MUST have a current Blue Card. If you do not have one, please complete a form an submit with this application.
* First Aid Certificate IF you hold one.
* Food Safety Certificate IF you hold one.

\*Date application has been completed and sent: / /20

**Applicant’s Legal Obligations:**

Note: Any critical omissions within this section by an applicant will be a deemed by the organisation to be an act of deceit and fraud against ‘The Association’. Therefor if you have been:

1. **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 undischarged 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
2. 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.**

**\*Applicant’s Details:**

Name: Mobile:

Address:

Email:

**\*Applicant’s Support:**

1st Reference: Name: Mobile:

Email:

2nd Reference: Name: Mobile:

Email:

\*What currently motivates you to apply for this position?

\*Provide samples of your SKILLS AND ABILITY TO FILL THE POSITION samples can be from either a paid or other voluntary work or experiences.

\*What skill do you bring to the club and this position?

Note: The minimum standard required for this position is that you experience with computers, Nominate, Mail Chimp, Dropbox, Microsoft Office, and Gmail.

What skills or knowledge do you bring to the volunteer position? Please answer all questions.

1. Are you an EA qualified equestrian coach or judge:
2. Do you have any Equestrian event organisation experience:
3. Do you have any Event Management (non-equestrian) skills:
4. Do you have Financial Management skills:
5. Do you have any Administrative skills:
6. Do you have any Business Management skills:
7. What is your past/present Volunteering experience?
8. Do you have any Food preparation/canteen skills:
9. What are your Computing skills:
10. Do you have any Marketing and Sponsorship skills:
11. Do you have a Blue Card:
12. Do you have any Medical/Nursing skills:
13. Please provide any further information here:
14. What us your availability to help:

*\*Please make sure to answer all questions. We cannot submit your application to Management for voting if form is incomplete.*

Board of Members Code of Conduct

**A Board Member must…**

* Act honestly, in good faith and in the best interest of the organisation as a whole.
* Has a duty to use due care and diligence in fulfilling the functions of the committee and exercising the powers attached to that position.
* Use the powers of the office for the proper purpose, in the best interests of the organisation as a whole.
* Recognise that the primary responsibility is to the organisation members as a whole but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
* Not use information acquired as a Board Member inappropriately and for personal gain.
* Not take improper advantage of the position of the Board Member.
* Not allow personal interests, or the interests of any associated person, to conflict with the interests of the organisation.
* Has an obligation to be independent in judgement and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the board of Members.
* Confidential information received by a Board Member in the course of the exercise of the Boards duties remains the property of the organisation from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the organisation, or the person from whom the information is provided, or is required by law.
* Should not engage in conduct likely to bring discredit upon the organisation.
* Has an obligation, at all times, to comply with the relevant laws of Queensland.

\***DECLARATION OF ACCEPTANCE**

I, as a member of the Management Committee declare that I have read and understood the Code of Conduct for Board Committee Members, as outlined above and agree to abide by its provisions during my service to Cedar Grove & District Riding Club.

Applicant’s Signature: Date:

Witness’s Signature: Date: