

WELLINGTON PETANQUE ASSOCIATION

SECRETARY-POSITION DESCRIPTION

Purpose of the Role

The role of Secretary is one of three Management positions within the Wellington Petanque Association (WPA). The Secretary plays a key role in supporting the President and Treasurer in ensuring the smooth functioning of the WPA meetings, including the annual AGM.

The Secretary position includes the following functions:

- To prepare agendas in consultation with the President, Treasurer and the Wellington Petanque clubs.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from the Management Committee and the Wellington Petanque clubs.
- To minute meetings and circulate draft minutes to the Management committee.
- To circulate agenda items and minutes of annual general meetings and committee meetings to all Wellington Petanque clubs.
- Receive and respond to all correspondence received and sent by the WPA.
- Ensure there is an updated list of e-mail addresses for each Wellington Petanque club.
- To ensure remits and motions are received in the appropriate timeframe for the Association's AGM.
- Keep a record of attendance at all WPA meetings.
- To ensure that meeting dates have been agreed and circulated to the Wellington Petanque clubs.
- To be the contact point for all queries and correspondence from the Wellington Petanque clubs.

Qualities and Skills Required

- Experience of committee work and procedures
- Excellent organisational skills
- Good communication and interpersonal skills
- Well organised with an eye for detail
- Ability to work well with the President and the Treasurer
- Good time-keeping