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## Secretary/Administrator

**Responsible to:**

Club Chairperson

**Objective:**

The Administrator is responsible for the efficient administration of the Club

**Reports to:**

Club Chairperson

**Internal Relationships:**

Club Chairperson

Club Members

Management Committee members

**External Relationships:**

Surf Life Saving Northern Region

Other Clubs

**Key Responsibilities:**

* Take Minutes at Committee/Board meetings
* Prepare and provide any reports to the Committee/Board as required
* Handle inwards and outwards correspondence (including clearing PO Box weekly in season and fortnightly out of season)
* Manage the SLSNZ Database ensuring all Member and Patrol Information is accurate and up to date
* Ensure records and important documents are filed logically and safely
* Process and report on membership subscriptions
* Coordinates the Clubs Annual Calendar which details the schedule of all key activities
* Manage the website
* Manage the Club Newsletter and ensure all members are informed of Club activities
* Manage and record Honours and Awards data provided by Awards Committee
* Compile the Annual Report
* Manage any Clubhouse bookings
* Ensures all documentation is logged and up to date with the registrar of Incorporated Societies
* Be a role model for all members
* Delegate but remain accountable for any of the above duties
* Report any risks or incidents to the Chair
* Under take any other activities as required by the Committee/Board