

**Position Title:** Secretary

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** President & Executive Committee

**Term:** 1 year – Renewable

**Position Description:**

The Secretary of the Boronia Buffaloes Basketball Club is responsible for managing the club’s records, communications, and administrative functions. This role ensures the smooth flow of information within the club and with external stakeholders. The Secretary is essential in maintaining compliance, organising meetings, and documenting decisions.

**Key Responsibilities:**

Administration & Record Keeping:

* Maintain accurate records of all club meetings, including agendas and minutes.
* Keep and update the club’s official documents, including policies, bylaws, and correspondence.
* Ensure all documentation is filed and stored securely and accessibly.

Communication & Coordination:

* Distribute meeting notices, agendas, and other key information to members.
* Liaise with members, league officials, and community partners as required.
* Support the registration process and maintain up-to-date member contact lists.
* Maintains high professionalism when engaging with members, parents, coaches and players.

Governance & Compliance:

* Ensure the club meets reporting obligations and adheres to its constitution.
* Assist in preparing documentation for the AGM and any special meetings.
* Support implementation of policies.

**Preferred Skills & Attributes:**

* Strong attention to detail and organisational skills
* Effective written and verbal communication
* Comfortable with digital tools such as email, shared documents, and databases
* Ability to maintain confidentiality and integrity

**Time Commitment:**

Involves regular attention throughout the season, especially around meetings and registrations. Should attend all committee meetings and respond promptly to administrative requests.