



Licensed Clubs Darts Association Executive Committee Duty Statement Assistant Secretary

1. Purpose

This executive committee position statement is to provide an outline the duties and responsibilities of office holder of Secretary of the Licensed Club Darts Association.

2. Remuneration

This position is paid an honorarium when acting in the capacity as Secretary.

3. Special Requirements

The position holder is required to:

- be a full or associate member of the Club.
- to present a police check to the club secretary.

4. Restrictions

The position may not be held by a person who is insolvent or convicted of an offence under the Associations and incorporations Act 1985.

5. Term of Office

- The elected person will hold the position of Assistant Secretary for a period of two years (24 months).
- The elected shall be available to accept the position of Secretary in the event the position is vacated during the term.

Duties

The duties of the Assistant Secretary are to exercise their duties in accordance with the rules of the Licenced Clubs Darts Association and as directed by the Secretary which may include but not limited to following duties:

Correspondence

- Collect all correspondence and distribute to the responsible committee members.
- Prepare and mail all correspondence of the committee.

Meetings

- Attend all club meetings.
- Prepare the agendas of each committee meeting.
- Record the minutes of all club meetings held in the minute book of the club.



- Present a list of all correspondence received and sent at meetings of the committee.

Executive Committee

- This position forms part of the executive committee
- The executive may meet as required to decide on events that occur between the general committee meetings.
- The decisions made by the executive are to be reported to the next general committee meeting.

Policies and Procedures

- Ensure review of policies annually
- Ensure review of Duty Statements as required.
- Distribution of Duty Statements to new committee members.

6. Club Records

The Assistant Secretary shall assist in the control, filing and storage of the club records.

7. Cessation of Duties

- The position holder of Assistant Secretary may be terminated and/or suspended at any time during the term of office by either the nominated person or the committee.
- Notice of termination and/or suspension shall be in writing by either party.
- Any vacancy resulting from any such notice may be filled by the committee for either the remainder of the term of office or for the period of suspension as determined by the committee.

-000-