



Licensed Clubs Darts Association Executive Committee Duty Statement 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.

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 Secretary for a period of two years (24 months).
- Elections for the Secretary will be held on every odd year.

6. Duties

The duties of the Secretary are to exercise their duties in accordance with the Constitution of the Licenced Clubs Darts Association 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.

Policy Review

- Aid in the annual review of club policies.

7. Club Records

The secretary shall ensure the club records are correctly compiled in conjunction with the responsible person/business. Such records correctly filed and stored so they are readily available for inspection.

Records to be retained by the club are, but not limited to the following:

- Minutes of meetings
- Listing of police checks.
- Listing of members including:
 - Name
 - Address
 - Email
 - Phone

Listing of associated clubs

- Name of the club
- Name of the club contact
- Address
- Email
- Phone

Club Bar Operations Manual

- Statement of Attainment - Provide responsible service of alcohol.
- RSA Holders

Competition Results of all events.

Fire Equipment Inspection Reports

Maintenance Audits.

Correspondence to and from:

- Licenced Clubs Darts Association
- Darts SA
- Darts Australia
- Salisbury Council



8. Confidentiality

All personal records held are confidential and are only available to the executive officers of the club only where the information is relevant.

The following person have the right to access the records as listed below:

Bar Manager

- RSA Certificates

The Bar manager shall have access to these records to ensure that all workers in the bar are compliant under the Liquor Licencing Act.

Match Secretary

- Members email address
- Associated club contact details

The Match Secretary shall have access to these records to communicate and forward information and upcoming event on behalf of the Licenced Clubs Darts Association to our members and associated clubs.

9. Storage of records

- To assist in the control, filing and storage of the club records.

10. Cessation of Duties

- The position holder of 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 Assistant Secretary for either the remainder of the term of office or for the period of suspension as determined by the committee.

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