

## Position Description: Secretary

**Reports to:** Spence Club Inc.

**Key Relationships:** Chairperson and Deputy Chairperson; Board Members; Committee Leads; General Members.

### Relationship with Key Roles

The Secretary works closely with the Chairperson and Deputy Chairperson to prepare for meetings, communicate outcomes, and ensure that governance processes are followed. The Chair oversees meeting content and direction, while the Secretary manages documentation, records and administrative flow, and the deputy monitors the time and follows up on actions. They also look after the SharePoint and works with the Committee Leads to ensure documents are kept up to date.

### Role Purpose

The Secretary is responsible for supporting the effective governance and operations of Spence Club by coordinating board documentation, maintaining records, and managing the logistical flow of board meetings and formal communication. This role ensures the Club's compliance with its constitutional and governance obligations and plays a central role in keeping the board connected and organised.

### Strategic Responsibilities

- Ensure the board operates within good governance practices and the Club's Constitution
- Support long-term record keeping and transparent decision-making
- Maintain oversight of administrative procedures and compliance-related documentation
- Serve as a central point of contact for board logistics and planning continuity

### Operational Responsibilities

- Prepare and distribute agendas for board and annual general meetings in collaboration with the Chair
- Coordinate and distribute supporting documents ahead of meetings
- Accurately record minutes of all board and AGM meetings, including decisions and action items
- Maintain a secure and organised repository of minutes, agendas, and planning calendars
- Manage and maintain official platforms (e.g. Teams, SharePoint, WhatsApp) used for board communications
- Maintain the annual board calendar of key activities, deliverables and deadlines
- Share notices and administrative communications with members as required (e.g. AGM announcements)
- Coordinate the onboarding of new board members (in collaboration with Chair/Deputy)
- Ensure regulatory paperwork (e.g. AGM) is submitted

### **Desirable Skills and Attributes**

- Governance or compliance experience
- Strong organisation and time management skills
- Detail-oriented
- Experience managing meeting procedures and governance processes
- Excellent written communication and documentation skills
- Knowledge of not-for-profit governance or board operations
- Familiarity with Microsoft Teams or similar collaborative platforms
- Calm, reliable and detail-oriented approach

### **Success Measures**

- Board agendas and minutes are prepared and distributed in a timely, accurate manner
- Annual planning calendar is maintained and accessible to board
- Key constitutional communications (e.g. AGM, member notices) are issued on time
- Board documentation is stored securely and appropriately shared
- Smooth onboarding and admin support for board transitions

### **Time Commitment**

- 6-8 hours a month, including board and AGM prep
- Attending events, including helping to set up or pack up


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**Term:** Two years (in line with board terms)

### **Constitutional Requirements**

- Must be a current member for at least 12 months
- Must meet membership criteria in Section 5 of the Spence Club Constitution

### **Board Member Expectations**

- Commit to Spence Club's mission, values, and gender equity objectives
  - Avoid conflicts of interest and maintain confidentiality
  - Attend all board and sub-committee meetings regularly and punctually
  - Foster positive, inclusive relationships across the Club
  - Represent Spence Club at a minimum of five events annually
  - Maintain confidentiality and act ethically
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