



UNDERWATER HOCKEY AUSTRALIA

www.underwaterhockeyaustralia.org.au

Incorporation Number: IA12072

ABN: 25 692 918 153

Underwater Hockey Australia Committee Position Description

SECRETARY

Reports to:	Executive Director
--------------------	--------------------

The Secretary is the chief administration officer of the organisation. In partnership with the Executive Director, the Secretary is responsible for ensuring that the organisation is run in accordance with the UHA constitution, rules, by-laws, policies and procedures.

Roles and Responsibilities:

Sets the yearly calendar in conjunction with the Committee and distributes to all members (this should include Committee Meetings, AGM, Nationals, other State based Competitions, Club based Competitions and other relevant competitions).

- Organises minimum of four Committee Meeting dates per annum
- Organises one Annual General meeting per annum
- Keeps minutes and any other correspondence to the UHA on file.
- Up-keep of the UHA By-Laws and Constitution. This includes making amendments, following through with approval and distribution of documents to all members.
- Collates and maintains records of Annual Reports from Committee Members, Coaches, Managers and National Convener's.
- Maintains the Guidelines on Organising a National Underwater Hockey Tournament and distributes as required.
- Maintains an updated copy of the UHA Organisation Structure.
- Collates applications for Committee positions, Coaching Positions and Australian Team Manager positions.
- Circulation of correspondence.
- Oversees UHA member register.
- Point of Contact for the general public, members, and external organizations. Directs inquiries to the relevant committee members and/or bodies.
- Responsible for ensuring the UHA website contains up to date information and liaises with the Communications Officer.
- Assist the Executive Director where necessary with documentation, letters and support.
- The secretary holds a voting position in the Executive Committee.