



CLUB SECRETARY Role Description

The Club Secretary shall:

- Conduct all correspondence pertaining to playing matters, keep records of players and Members names, addresses, dates of birth and any other details as directed by the Board.
- Act as the Public Officer of the Club as required by the Associations Incorporation Act 1985.
- Ensure accurate minutes are taken of all meetings of the Board.
- Responsible for score/data entries of all Senior Mens and Womens competitions are entered on the relevant Baseball SA database weekly during competitions.
- Manage correspondence.
- Maintain membership records of the club
- Provide the club statistician with score books and any other relevant information to ensure accurate game statistics and playing records are maintained.
- Works with the Junior Director-Administration to Compile and prepare the Club's Annual Report for distribution at the AGM.
- Assist the Marketing Director with any relevant Social Media publication.