

MORNINGTON LIFE SAVING CLUB

ROLE DESCRIPTIONS

SECRETARY

- Executive Committee position.
- Attend monthly committee meetings.
- Prepare agenda for meeting, and send to all committee 1 week prior to meeting.
- Keep minutes for meeting and follow up any outstanding agenda items.
- Record and file important documents for reference in google drive.
- Check Secretary email inbox and reply/circulate to relevant person within committee or club.
- Liaise with VSO (Volunteer Support Officer) from LSV.
- Assist admin with any membership information.
- Have access to surfguard. Keep records up to date and use this method to circulate important information to ALL members.
- Liaise with LSV each season to update clubs contact persons and emails.
- Keeper of club logos and official documents.