



## Yacht Club: Job Description

<b>Title</b>	Executive Secretary
<b>Job Summary</b>	Responsible for supporting the Commodore, preparing the agendas, distributing papers and taking the minutes of meetings.
<b>Responsibilities and duties</b>	<ul style="list-style-type: none"> <li>● Keep minutes of monthly Executive Committee meetings, Annual General and Special General Meetings of the club</li> <li>● Produce the agenda and papers for the Executive Committee meetings</li> <li>● Distribute minutes of the Executive Committee meetings</li> <li>● Ensure the Commodore signs minutes approved as accurate records of meetings</li> <li>● Make minutes available to club members should they request access to them</li> <li>● Send official correspondence on behalf of the Club</li> <li>● Notify Club members of the AGM and any SGMs</li> <li>● Publish the agenda for the AGM</li> <li>● Notify members of procedures for nomination of club officers and executive members for election at AGM</li> <li>● Present policy and procedural updates to Executive Committee for approval</li> <li>● Notify Register of Incorporated Societies of changes in officers and of any rule changes made at the AGM</li> <li>● Notify YNZ of changes of Officers</li> <li>● Has overall responsibility for the Almanac.</li> </ul>
<b>Qualifications and skills</b>	Ability to take accurate minutes and organise material for distribution and filing.

See **Executive Secretary: Role Description** for detail of specific activities.