



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938

690 Point Nepean Road, McCrae, Vic. 3938

Club House Telephone: (03) 5986 1361

Position Description – Secretary

Overall Roles and Responsibilities

The **Secretary** is responsible for administration of the General Committee and adherence to the Constitution and the Act.

Responsibilities

The specific responsibilities of the Secretary include:

- Statutory Reporting
- AGM administration
- General Committee administration
- Formal Correspondence
- Opening Day administration

Reports

The following positions reports to the Secretary:

None

Authority to Act

The General Committee has delegated the following authorities to this position:

Appointment Process

This is an elected position by the Directors who are members of the General Committee.

