



PITTWATER BASEBALL CLUB.

**POSITION:      *SECRETARY***

Description:

- Shall be responsible for the day to day communication and general administration of the Club and keep up to date with happenings.
- Provide as soon as possible all information relevant to our members to the Website Administrator and Newsletter Editor for publication. e.g. general information, trial information etc.
- Liaise with the Committee where necessary.
- Shall receive and ensure all inward mail is appropriately distributed to Committee and/or Team Coaches and Managers.
- Shall attend and keep minutes of all proceedings and meetings.
- Shall set Agenda's for meetings in accordance with the rules.
- Shall take minutes at all meetings and distribute to all members within 7 days if possible.
- Shall keep a record of all Club's business activities in an appropriate system.
- Shall give notice of all meetings as determined within the Rules of Pittwater Baseball Club.
- Advise the Manly Warringah Junior Baseball League of all Committee positions and names of current elected Committee Members within 1 week of Club's Annual General Meeting. Distribute such contact list to all elected Committee members.

- Assistance with lead up to Registration day where required.
- Ensure the seasons Result Sheets are available in the Team Pigeon Hole Room for weekly use.
- Ensure Coaches and Managers contact details are forwarded to all Committee Members at season beginning.
- Prepare Annual General Meeting notice a minimum of 14 days prior to the set date for such meeting. Advise Website Administrator of such date and details for publication on the Club website.
- Ensure the President and Treasurer provide reports for the Annual General Meeting are provided and photocopied to be distributed at the meeting to all members.

Ensure that the weekly draw is placed on the corkboard outside the club house every week.