

## Addendum to Maties Underwater Club Constitution

### Position of Club Secretary

October 2016

#### Executive Committee Portfolio Position Club Secretary

Unless otherwise stated by the Executive Committee, Addendum C shall contain relevant information, which will assist the portfolio holder to conduct their duties and submit yearly reports.

It is the express duty and responsibility of the portfolio holder to:

- Ensure relevant dates for meetings and club events are sent to the relevant parties at least one (1) week prior to meeting date.
- Ensure that the relevant minutes are taken during both committee meetings and the AGM as well as any SGM's that may take place.
- Ensure that Minutes for all meeting are sent out within five (5) days following the meeting.
- Ensure that AGM protocols are adhered to as stated in the constitution.
- Play a leadership role on the management committee as defined in the constitution.
- Support the rest of the committee with administrative support where possible.
- To coordinate with and constantly be in contact with the sports department.
- To assist the financial manager in coordinating relevant sub-committees.