

POSITION DESCRIPTION



Position Title: Secretary

Club: North West Victorian Motorcycle Club

Key Responsibilities, Duties & Skills:

- Take minutes at the General meetings and Committee Meetings.
- To produce copies at the General and Committee meetings for members to view.
- To keep a register of all paid up members.
- To write and send out any relevant letters that is required.
- To collect mail from the Post Office Box and keep a record of any incoming and outgoing mail.
- To keep forms and paperwork up to date.
- To apply for all permits for all race meetings.
- To obtain Licence Books for race meetings.
- To provide the Steward with the relevant forms.
- To send back to MAV or MA, Stewards Reports, Copies of One Event Licences, Riders Levies and all relevant paperwork.
- To organize Rural Ambulance or VMATT for events.
- To be a support to the President.
- To attend regular General and Committee meetings.
- To have the ability to work as part of and contribute to the Team.
- To have good communication and listening skills.