

## Job Description

Secretary/Manager

Reports to: Board of Directors

Accountability: Plans and directs the overall management of the Club to achieve operational efficiency and effective provision of services to members.

### Tasks:

- Directs the policy and operation of the Club for the achievement of policy objectives, financial performance and satisfaction of members' expectations.
- Establishes, in conjunction with the Board, the Club's objectives, policies and programs, and sets performance standards and targets.
- Analyses economic, social, Legal , industrial and other trends impacting on the Club's long-term business prospects.
- Appraises the Club's activities, and monitors and evaluates performance.
- Consults subordinate staff, and reviews recommendations and reports.
- Co-ordinates subordinate staff activities to optimise the use of human and physical resources to achieve goals.
- Prepares or arranges preparation of reports, budgets and forecasts, and presents them to the Board of Directors.
- Keeps the Board informed on significant issues, and liaises with the Chairman and/or other key members on key activities.
- Ensures security and development of the Club's assets and safety of work practices.
- Establishes administrative and operational procedures, including delegation of responsibilities to subordinate Secretary/Manager and supervisors, taking into account the Club's operating environment.
- Promotes and represents the Club in negotiations, conferences, community events and other occasions, and liaises with other organisations.
- Selects and approves the selection of staff, usually in collaboration with the Board on senior appointments and reviews training and development needs.
- Authorises funds to implement programs and policies, or seeks the Board's financial approval, as appropriate.