|  |  |
| --- | --- |
| Padres logo | **SECRETARY** |

**POSITION OVERVIEW:**

# SKILLS

|  |
| --- |
| 1. **LEAD:** Ability to oversee, manage and lead club facilities and strategic planning on behalf of the committee
 |
| 1. **PEOPLE PERSON**: High standard of oral communication, interpersonal and the desire to lead the operations team
2. **ATTENTION TO DETAIL**: Experience and understanding of financial management, reporting and general administration required for a club of our size.
 |
| OBJECT OF THE SECRETARY: IS TO ACHIEVE THE FOLLOWING… |
| * Oversee communication inwards and outwards
 |
| * Support the good management and running of the club in accordance with rules and constitution
 |
| * Support the committee
 |
| KEY OBJECTIVE |
| **Maintain communication inwards and outwards** |

|  |  |  |
| --- | --- | --- |
| **Organisation Name:****PENINSULA PADRES BASEBALL CLUB INCORPORATED** | **SECRETARY** |  |
|  |  |

**CURRENT POSITIONS AVAILABLE**

**VICE PRESIDENT- 2 years**

**SECRETARY- 2 years**

**SPORT (BASEBALL) OPERATIONS- 2 years**

**APPLICANT’S LEGAL OBLIGATIONS**

**Note: Any critical omissions within this section by an applicant will be a deemed by the organisation to be an act of deceit and fraud against ‘The Association’. Therefore**

|  |
| --- |
| **1) If you have been**1. **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition
2. your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

**Your application cannot be legally accepted by the Association** |

***If you have not have been convicted then you may continue completing this application***

**PROCESS**

|  |
| --- |
| **ELECTRONIC APPLICATIONS ONLY:-** (hand written applications will NOT be accepted) |
| **Applications close :-** | **Tuesday 22nd May, 2018** |
|  | **Form to be completed electronically** and forwarded to :- **secretary@redcliffepadres.com.au** via email. |

|  |  |
| --- | --- |
| **Applicant’s Name** |  |
| **Applicant’s Contact Details** | **Ph:** |  | **Mb:** |  |
| **Email:** |  |

**APPLICANT’S SUPPORT (Must be a current member)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MOVED**  | **Name** |  | **email** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECONDED**  | **Name** |  | **email** |  |

|  |  |
| --- | --- |
| **Date application completed and sent** |  |

|  |  |
| --- | --- |
| **THE POSITION**  | **SECRETARY** |

|  |  |
| --- | --- |
| **APPLICANT’S NAME** |  |

**MOTIVATIONS**

What currently motivates you to apply for this position?

|  |
| --- |
|  |

**Your Task is to provide members with samples of your SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

**QUALITY MANAGEMENT**

Your skills and experience in financial management, accountability and process

|  |
| --- |
|  |

**LEADERSHIP SKILLS**

1) Your skills and/or experience in people management, leadership or to motive and bring together people

|  |
| --- |
|  |

2) Your skills and/or experience in managing difficult situations and/or people

|  |
| --- |
|  |

**CLUB DEVELOPMENT**

Your skills and/or experience in relation to managing a sporting club

|  |
| --- |
|  |

**WHAT YOU HAVE BEST TO OFFER**

In relation to the future development of the club

|  |
| --- |
|  |