



<i>Purpose</i>	Maintain meeting records of the canoe polo technical committee.
<i>General</i>	The secretary is responsible for preparing for meetings, recording the deliberations, decisions and actions of the canoe polo technical committee and circulating meeting outcomes to the committee.
<i>Prerequisite</i>	Current member of Australian Canoeing
<i>Term of appointment</i>	Two years
<i>Responsibilities</i>	Secretarial duties include: <ul style="list-style-type: none"><li>• Organise committee meeting attendance, time and place</li><li>• Prepare meeting agendas/minutes in consultation with the chairperson</li><li>• Distribute agendas/minutes to the committee</li><li>• Support the chairperson in administrative and organisational requirements</li><li>• Liaises with state organisations as required</li><li>• Manage correspondence</li></ul>
<i>AC reference</i>	<i>Terms of Delegation, Canoe Polo Technical Committee</i>
<i>AC website</i>	No specific interface with the AC website is required
<i>Special skills</i>	<ul style="list-style-type: none"><li>• Excellent minute taking and attention to detail</li><li>• <i>Microsoft Word</i>, email</li></ul>