



# Bicycle Wagga Wagga Inc.

## Position Description: Secretary

Version 1.0  
15<sup>th</sup> January 2026

*The objectives of Bicycle Wagga Wagga Inc. are to:*

- *promote the enjoyment of cycling for health, friendship, recreation and transport in the community,*
- *promote recognition of cyclists' needs, rights and responsibilities,*
- *promote cycling safety through the education of all road users,*
- *promote improvement of cycling facilities,*
- *increase the number of cyclists,*
- *develop a strong, vibrant organisation.*

## Position Overview

The Secretary plays a vital role in the effective administration and smooth operation of Bicycle Wagga Wagga Inc.(BWW). This position is responsible for ensuring that records are properly maintained, communication is clear and timely, and the committee adheres to governance requirements. The Secretary works closely with the President, Vice President, Treasurer, and other committee members to support BWW's mission of promoting cycling within the community.

## Key Responsibilities

### Meeting Administration

- Organise and schedule committee meetings, including the Annual General Meeting (AGM).
- Prepare and distribute meeting agendas in consultation with the President and committee members.
- Record accurate minutes of meetings, capturing decisions, actions, and discussions.
- Distribute minutes to committee members in a timely manner and maintain a secure archive of all meeting records.

### Correspondence and Communication

- Act as the main point of contact for general enquiries to BWW.



- Manage incoming and outgoing correspondence, including emails, letters, and notifications.
- Communicate important updates to members and stakeholders as required.
- Manage (Administrator) social media platforms including website & Whatsapp.

#### Record Keeping

- Maintain up-to-date records of members, volunteers, and committee members in accordance with the Act & Constitution.
- Ensure compliance with privacy and data protection requirements including management of the Club Google Account & website.
- Keep copies of key organisational documents such as constitutions, policies, and insurance certificates.

#### Support for Governance and Compliance

- Assist in ensuring BWW meets all regulatory and reporting obligations, including annual returns to relevant authorities.
- Support the preparation and updating of BWW policies and procedures.

#### Event and Project Support

- Provide administrative support for cycling events, workshops, and community outreach activities.
- Assist with event registrations, volunteer coordination, and promotional communications as needed.
- Assist with Riding With GPS subscription, Ride Leader scheduling

### Skills and Qualifications

- Excellent organisational and time management skills.
- Strong written and verbal communication abilities.
- Attention to detail and accuracy in record keeping.
- Ability to work collaboratively as part of a team.
- Confidentiality and discretion with sensitive information.
- Familiarity with basic office software (e.g., Google platform, Microsoft Word, Excel, email).
- An interest in cycling and community engagement is highly regarded.



## Term & Accountability

The Secretary:-

- is elected by the membership at the Annual General Meeting and serves a term as defined by BWW's constitution;
- shall act in accordance with the BWW constitution, policies & guidelines and is accountable to the committee and the broader membership; and
- is expected to act with integrity and in the best interests of BWW at all times.

## Time Commitment

The Secretary is expected to attend regular committee meetings (usually monthly), participate in the AGM, and contribute additional hours as needed for administrative tasks and event support. The role typically requires a commitment of several hours per week, particularly in the lead-up to major events or key reporting deadlines.

## Benefits

- Opportunity to lead and shape the future of cycling in your community
- Personal and professional development in leadership and governance
- Connection with a passionate community of cyclists and volunteers
- Satisfaction of making a positive impact on health, wellbeing, and active transport in your area

## Remuneration

This is a volunteer role. Out-of-pocket expenses incurred in the course of carrying out Secretary duties may be reimbursed, subject to prior approval by the committee.

## Application Process

Interested candidates should submit a brief cover letter outlining their relevant skills and experience, along with contact details for at least one referee. Applications should be addressed to the President of BWW.