



# Wrestling Australia Inc

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## *Assistant Secretary*

The Assistant Secretary is responsible for the aiding in the administration of Wrestling Australia. The Assistant Secretary will need to be highly organised and possess high level written and oral communication skills. The Assistant Secretary plays a major role in ensuring the Board operates in accordance with the timeframes in the Constitution and must be capable of meeting deadlines.

The Assistant Secretary must be committed to wrestling in Australia and understand the scope of energy and time required to effectively do the job

The Roles and Responsibilities of the Assistant Secretary include

- Representing ALL members of WAI equally
- Keeping the attendance register and minutes of General meetings and Board meetings.
- Organise meetings and produce an Agenda in consultation with the President
- Communicating with athletes and states in regards to team management, including travel plans.
- Communicating with athletes in regards to team preparation.

The Assistant Secretary is bound by the board's governance policies and decisions and has no authority to alter, amend or ignore these. The position of Assistant Secretary may only exercise the powers delegated to the position by WAI constitution and the WAI Board.

