



Wrestling Australia Ltd

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Secretary

The Secretary is responsible for the administration of Wrestling Australia. The Secretary will need to be highly organised and possess high level written and oral communication skills. The 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 Secretary is the main contact person for all communication between the Board and Members of Wrestling Australia.

The 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 include:

- Keeping the attendance register and minutes of General meetings and Board meetings.
- Keeping all registers required by law.
- Keep and maintain a register of the disclosures of interests by Committee members
- Keep and maintain the WAL Governance manual
- Keep and maintain the WAL Delegations manual
- Keep and maintain the WAL Member register
- Ensuring timely notification of WAI Board and Council meetings in accordance with the Constitution
- Handling of all correspondence
- To accept additional responsibilities that may arise such as facilitating committees and other duties as required
- Liason with United World Wrestling
- Liason with Sports Integrity Australia
- To be involved in Budget and Policy planning and decisions

The Secretary may delegate certain aspects of their authority but remains accountable for the action of the delegate.



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

