

GLADSTONE 8-BALL ASSOCIATION INC.

SECRETARY POSITION DESCRIPTION

Document type	Position Description
Role	Secretary
Position type	Management Committee Position
Status	Approved

Purpose of the Role

Manage the Association's correspondence, meeting administration, records, notices and official documents in accordance with the Constitution and By-Laws.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rules 13, 14 and 15 - Secretary appointment and functions
- GEBA Constitution 2025: Rules 21, 23, 24, 33, 37 and 39 - Meeting notices and minutes
- GEBA Constitution 2025: Appendix A - Secretary role description
- 8-Ball By-Laws 2026: Meetings, Protests, Complaints Generally and Disciplinary Action

Key Responsibilities

- Receive, manage and conduct correspondence on behalf of the Association.
- Prepare meeting notices, agendas and related documents in consultation with the President where required.
- Keep full and accurate minutes of Management Committee meetings, General Meetings and Annual General Meetings.
- Ensure minutes are signed by the chairperson as required by the Constitution.
- Maintain master copies of the Constitution, By-Laws and Association policies, and update them as required by members or the Management Committee.
- Keep copies of correspondence and other official documents relating to the Association.
- Coordinate written complaints, protests and related notices received under the By-Laws and ensure they are brought to the Management Committee promptly.
- Convene meetings required under the Constitution or By-Laws, including complaint or protest meetings where required.
- Maintain official records securely and facilitate member inspection where required by the Constitution.
- Maintain lists of reciprocal associations where applicable.

Role-Specific Responsibilities

- Ensure meeting processes follow the Constitution and are conducted in a civil and responsible manner.
- For protests, support the written-notice and committee-hearing process within the timeframe stated in the By-Laws.
- For complaints, ensure written complaints are recorded and provided to the Management Committee for action in accordance with the By-Laws and Constitution.
- Keep the Constitution, By-Laws and written directions accessible and current.

Authority & Limitations

- The Secretary administers correspondence and processes but does not independently determine complaints, protests or disciplinary outcomes.
- Records containing confidential or personal information must only be accessed or disclosed for authorised Association purposes.

Governance & Conduct

- Act in the best interests of GEBA, its members and the sport of Eightball.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association policies, AEBF/QEBF requirements and lawful Management Committee and member decisions.
- Recognise that an individual office holder does not have independent authority to override the Constitution, By-Laws, Management Committee decisions or member resolutions.
- Maintain confidentiality where required, especially for membership, disciplinary, complaint, financial and personal information.
- Support fair, consistent, transparent and respectful decision-making and use established procedures to resolve conflicts and complaints.

- Declare and appropriately manage conflicts of interest.
- Promote safe, inclusive, responsible and sportsman-like conduct, and act impartially when exercising an official or administrative function.

Eligibility & Term of Appointment

- Must be eligible to hold office under the GEBA Constitution 2025 and applicable legislation.
- Must be an adult and must not be ineligible or disqualified from election to the Management Committee.
- A person is ineligible for election if they are already an acting member of another Association's management or general committee, as provided by the GEBA Constitution.
- Must be elected or appointed in accordance with the GEBA Constitution.
- The Secretary must also satisfy the specific residency requirement in Rule 13 of the Constitution: an adult residing in Queensland, or in another State but not more than 65 km from the Queensland border.
- Management Committee members are elected at each Annual General Meeting in accordance with Rule 29A of the Constitution; casual vacancies or Secretary appointments are dealt with under the relevant Constitution provisions.

Expected Commitment

- Attend Management Committee meetings, General Meetings and Annual General Meetings as reasonably required.
- Prepare for meetings and actively participate in Association decision-making.
- Undertake tasks assigned by the Management Committee within the scope of the role.
- Support Association events, fixtures, junior development, representative activities and member engagement where practicable.

Reporting Relationship

Reports to the members of Gladstone 8-Ball Association Inc. and works collaboratively with the Management Committee. The role is accountable through the Constitution, By-Laws and properly made Management Committee and member decisions.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Justin Long

Signature: 

Date: 9/9/26