



Secretary

The Secretary is responsible for the efficient management, coordination and communication of all administrative tasks undertaken by the Club.

Responsible to: The President

DESIRED SKILLS

- Be organized
- Have computer skills
- Be a good communicator
- Be able to keep confidential matters confidential
- Current or ability to gain a volunteer's 'Working with Children Check' or similar

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision and values of the club
- Be familiar with all current Club documents
- Organise all Club and Annual General meetings (AGM).
- Prepare meeting agenda's in consultation with the President and send to attendees providing advanced notice.
- Prepare, distribute and file minutes/reports of all committee and General meetings
- Complete Annual Reports as required for the Incorporations Act and AGM.
- Call for and receive nominations for the Committee and other key club positions
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintain a register of all members, sponsors and other relevant groups.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses required by the Club are current.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Club (Incorporated Association).
- Maintain club templates eg. Letterheads
- Liaise with the local media, clubs and other community organisations when required.
- Maintain files of legal documents such as constitutions, leases and titles.

END OF YEAR HAND OVER

A responsibility of the club secretary is to ensure at the end of their term a new secretary is able to be recruited. An effective succession planning strategy is to appoint at least one assistant secretary who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- · Expectations are clearly defined
- · The assistant secretaries have been adequately trained
- · The secretary provides continual monitoring and support