

CLUB SECRETARY

- The Secretary is the chief administration officer of the Club. This person is the coordinating link between members, the executive and management committee and other stakeholders. The Secretary is the first point of contact within the Club.

SKILL SET

- Ability to identify, prioritise, complete and delegate tasks appropriately, to meet deadline
- Ability to function as a key player in a team environment, providing and following leadership when required
- Working knowledge of the rules, policies, procedures and non-profit legislation
- Sound knowledge of the constitution and meeting procedures (including minute taking)
- Good standard of written and verbal communication
- Be well informed of all club activities/events
- Maintain confidentiality on relevant matters
- Good organisational record keeping and people skills
- Competency on Microsoft Word or similar including email systems



DUTIES & RESPONSIBILITIES

- ✓ Prepare the agenda for club meetings in consultation with the President and/or other Executive Committee members
- ✓ Arrange venue, date, time and hospitality for meetings
- ✓ Ensure appropriate correspondence is distributed and that actions required from meetings are fulfilled
- ✓ Collect and collate reports from office bearers
- ✓ Promptly collect and distribute or action all mail
- ✓ Disseminate by email/website/social media &/or newsletter any information from within the club, pertinent to all members
- ✓ Call for and receive nominations for committee and other relevant positions within the Club
- ✓ Take the minutes of meetings and distribute promptly
- ✓ Maintain register of life members, sponsors etc
- ✓ Maintain legal documents such as constitutions, leases, insurance policies, affiliation agreements and incorporations
- ✓ Act as Public Officer, liaising with members of the public, affiliated bodies and government agencies
- ✓ Liaise with Local League regarding all committee, coaches' accreditations, officials, players, transfers and complete all required League documentation/administration