

## **Onslow Junior Soccer Club**

### Position Guideline

#### ***Club Secretary***

*The Club Secretary is elected annually at the OJSC AGM, is an officer of the club and is a member of the committee*

The duties of the Secretary shall include those functions stated in the OJSC constitution (clause 12) namely:

- to keep in safe custody all books (excepting books of account) and papers belonging to the Club;
- to conduct all correspondence;
- to attend all general meetings and meetings of the Committee;
- to produce all papers, books and records of the Society if and when required to do so by the Committee;
- to promptly pay to the Treasurer all moneys received by him or her on behalf of the Club;
- to ensure that a roll of all members of the Club and their addresses is kept;
- to conform generally to the directions from time to time of the Committee.

#### ***And in addition***

- to , in liaison with the President, ensure an Agenda is circulated prior to any meeting
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- To regularly attend committee and general meetings
- To maintain and update key committee contact lists
- To provide a brief Club Secretary report at regular committee meetings
- To keep proper minutes of meetings and, in the case of committee meetings, to circulate minutes to all committee members
- To ensure all appropriate compliance requirements such as filing of returns etc are complied with

- From time to time, in liaison with President to review template Agendas, standing orders etc
- To participate as a committee member in a collegial way that contributes to consensus
- To be an active participant in the committee's annual evaluation and planning efforts
- To carry out those functions as required by the OJSC constitution

## **Onslow Junior Soccer Club**

### Position Guidelines

#### ***Club Treasurer***

*The Club Treasurer is elected annually at the OJSC AGM, is an officer of the club and is a member of the committee*

The duties of the Treasurer shall include those functions detailed in the OJSC Constitution (clause 13), namely:

- to keep a complete set of account books in which shall be entered particulars of all moneys received and paid out for and on behalf of the Club;
- whenever required to do so by the Committee to produce all books of account, vouchers, cheque books and records held by him or her;
- to issue receipts(*if required*) to all persons making payments in respect of moneys collected by the Committee or by the Secretary and handed to the Treasurer and it shall be sufficient if the Treasurer issues a receipt for such monies to the person handing him or her such moneys, such receipt being made out in the name of the person who has actually paid such moneys to a member of the Committee or to the Secretary; and
- to promptly bank all monies received on behalf of the Club;
- to prepare and submit to the Annual General Meeting of the Club an audited Balance Sheet showing the Club's assets and liabilities as at the 30th day of September in each year (or other balance date adopted) such balance sheet to be signed by the Auditor prior to the Annual General Meeting;
- to conform generally to the directions from time to time of the Committee.

#### ***And in addition***

- To ensure all other financial documents required by law and or accounting standards are prepared and submitted to the appropriate fora (eg. AGM ,committee)

- To provide a brief report at regular committee meetings
- To recommend together with registration secretary, to the committee, appropriate fee schedules for members
- To prepare for the committee a brief budget of expenditure and income and to provide, as necessary, updated budgets after any review
- To ensure that there is in place appropriate processes for approval of budgeted expenditure
- To participate as a committee member in a collegial way that contributes to consensus
- To be an active participant in the committees annual evaluation and planning efforts
- To carry out those functions as required by the OJSC constitution