

# CLUB SECRETARY JOB DESCRIPTION

The Secretary is the chief administration officer of the Onslow Junior Football Club. This person provides the coordinating link between members, the management committee, and outside agencies.

## Skills

Ideally the Secretary is someone who:

- can communicate effectively
- is well organised
- can maintain confidentiality on relevant matters
- has a good working knowledge of the constitution.

## Main Duties and Responsibilities

The Secretary should:

- in liaison with the President, ensure that an agenda is circulated before each meeting
- make arrangements including venue, date, times, and hospitality for club meetings
- send adequate notice of the meetings
- take the minutes of each meeting and circulate to members as soon as possible after the meeting
- read, reply, and file correspondence promptly
- collate the annual report (which is a combination of the annual President's report, Club Captain's report, and financial statement)
- maintain a register of life members
- maintain and update key committee contact lists
- hold files of legal documents such as constitutions, leases, and titles
- liaise as needed with members of the public, affiliated bodies, and government agencies
- undertake the Police vetting of our coaches, in line with Police and club policies
- approve payments organised by the Treasurer.

### *Estimated Time Commitment Required:*

The estimated time commitment required as the Secretary is 5 hours per month.

The Secretary is elected at the Annual General Meeting, and its appointed for a 12-month period.