

**ONslow JUNIOR FOOTBALL CLUB
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.

Duties include:

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

Attributes required:

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

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.