New Lambton Football Club Juniors
Position Description – Assistant Secretary

JOB TITLE:

Assistant Secretary

OBJECTIVE:

To assist the club secretary with all administration duties and assist in providing the coordinating link between members, the committee and various stakeholders.

RESPONSIBILITIES:

- Act in the Secretary's position when the Secretary is unavailable or requires assistance.
- Provide support to the Secretary, including preparing agendas, meeting planning and record keeping.
- Assist in collecting and collating reports from office bearers.
- Assist in answering enquiries.
- Be familiar with the roles of the Club, Competition, governing body and any other body that has governance. Give advice to the Secretary and committee as required.
- Assist in creating and distributing club communications.
- Provide support to ensure all licenses required by the club are current.
- As required, coordinate team reports for club newsletter, email.
- Assist in maintaining sponsorship records.
- As required, provide notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.

RELATIONSHIPS:

- Secretary and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Governing Body, Council and other external stakeholders.

ACCOUNTABILITY:

- The Assistant Secretary is accountable to the Secretary and General Committee.
- A close relationship is required with the Secretary.
- The estimated time commitment required as the Assistant Secretary is 2 - 3 hours per week during the season. This may be increased at the beginning of the season.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing / computer skills.
- Negotiating skills.
- Empathy with varying groups of people.