New Lambton Football Club Juniors
Position Description – Secretary

JOB TITLE:

Secretary

OBJECTIVE:

The club Secretary is primarily responsible for all administration duties and provides the coordinating link between members, the committee and various stakeholders. This position also incorporates the role of Public Officer, who acts as the point of contact between the club and Consumer Affairs.

RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletter, email.
- Act as the Public Officer of the club:
    - notifying Fair Trading of any change in the association's official address within 28 days,
    - collecting all association documents from former committee members and delivering the documents to the new committee member,
    - returning all association documents to a committee member within 14 days, upon vacating office,
    - acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable,
    - custody of any documents as required by the constitution.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.

- Notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.

RELATIONSHIPS:

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

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.