



## POSITION DESCRIPTION

### JOB TITLE:

Secretary

### OBJECTIVE:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

### RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing 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, FV 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.
- Act as the Public Officer of the club (Consumer Affairs Victoria – Incorporated Association).
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to FV 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 FV, Council and other external stakeholders.

## **ACCOUNTABILITY:**

- The Secretary is accountable to the President and General Committee.

## **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.