



2.1.3. Club Secretary

ABOUT THE ROLE

The club secretary is primarily responsible for all administration duties and provides the coordinating link between members, the committee, office staff 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, 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.
- 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

- Presidents 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

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

END OF YEAR HANDOVER

At the end of each year a key activity of the general committee is to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Club Secretary prior to the Annual General Meeting (AGM) each year. An important responsibility of an outgoing committee member is to train, mentor and support new incoming general committee members.

TIME COMMITMENT

The estimated time commitment required as secretary is usually 2 to 4 hours a week. In addition to this, attendance at a 2-hour monthly meeting held during the season is required.

OTHER

The role of Secretary is a volunteer role, i.e., it is an unpaid role.

Committee Members are not afforded any additional benefits (e.g., free/discounted fees) for taking on this role.