



Secretary – Job Description

Accountability Executive Committee

Hours Hours will vary average 10-15hrs per week.

GENERAL DESCRIPTION - OBJECTIVES

- To provide administrative support to the Executive and Committee members to ensure the efficient management of all club business.
- To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee

RESPONSIBILITIES

- Attend monthly executive and general committee meetings
- Attend official meetings when required
- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, Football district, WAFC and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Maintain a list of all passwords for websites and social media pertaining to the club
- Be prepared to participate in Match Day Official and canteen rosters
- Provide leadership to the player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

DESIRED QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Knowledge of Microsoft office administration programs.
- First Aid Certificate (but be prepared to do a first aid course provided by the club.)
- Good organizational skills



RELATIONSHIPS

- Liaises with executive committee, general committee and sub committees when necessary
- Liaises with club members when necessary
- Liaises with external parties to convey club business when necessary

REPORTING

- Provide a report to the executive committee before executive committee meetings on any club operations when required