



Position Description – Secretary

Objective

To understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations and ensure the club is run accordingly. The Secretary is there to manage, collect, review and distribute the club's information and knowledge.

Responsibilities

- Responsible for ensuring meetings are effectively organised and meeting minutes.
- Scheduling of committee and/or executive meetings as well as the Annual General Meeting.
- Develop meeting agendas in consultation with other committee members and distribute prior to the meetings
- Take meeting minutes at each committee and general meetings and circulate accordingly.
- Maintaining effective records and administration for the club.
- Keeping up-to-date contact details for the management committee and ordinary members of the club.
- Keeping a record of the organisation's activities & future activities via a Club calendar
- Once players are registered they are assigned to a relevant team.
- Responsible for upholding legal requirements;
- Act as the "public officer" under the Incorporated Associations Act.
- Lodging club reports and notices as required by the relevant Incorporated Associations Act
- Providing effective and efficient communication and correspondence to the club is important.
- At the end of each year the review and update the position description to ensure it continues to reflect the requirements of the role.

Relationships

- Works in collaboration with all committee members, in particular the Executive Committee and the SMJFL.