
East Sandringham Junior Football Club



Secretary – Position Description

The Secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders including the SMJFL. The Secretary will ensure that appropriate administrative support is provided to the President and General Committee and ensure the efficient operation of the Club.

The Secretary is a member of the Executive Committee.

Responsibilities:

- Receipt of Club communications by email and post including checking Post Office Box, scanning and directing communication to relevant committee members (e.g. President, Treasurer)
- Maintaining records of committee members and convening committee meetings
- Receipt and scanning of records of volunteer Working With Children accreditations
- Advising fixture coordination and liaising with first aid officer in relation to first aid trainers.
- Central point of coordination for any requests for fixture changes with other Clubs
- Establish a meeting schedule for General and Executive Committees for the current year
- Provide secretarial support to the committee, including preparing agendas, collecting / collating reports from office bearers, preparing Committee meeting minutes, collecting paperwork / posters etc from the SMJFL
- Collate and arrange for the completion 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
- Be familiar with the roles of the Club, Competition and any other body that has governance
- Ensure all licenses and insurances required by the Club are current

Relationships:

- Reports to the President
- Works closely with all members of the Committee

Requirements:

- Excellent communication skills
- Enthusiastic, well organised and a positive attitude.
- Record keeping
- Has a keen interest in the Club and is eager to help the club progress it's operational efficiency
- Honest and trustworthy