

# BLIGH PARK FOOTBALL CLUB



## Position Description: Secretary

### **Overview**

The Secretary is responsible for:

- All administration duties.
- Acting as the coordinating link between members, the Committee and various stakeholders.

### **Responsibilities**

#### **Prior, during and post season**

1. Establish a meeting schedule for the Committee for the current year.
2. Provide secretarial support to the Committee, including preparing agendas in consultation with the President.
3. Collect and collate reports from Committee members, including Executive members.
4. Prepare minutes of all Committee meetings, distribute them in accordance with the Club's Constitution and file appropriately.
5. Ensure annual report is published in accordance with requirements of Constitution and Dept of Fair Trading
6. Maintain an accurate copy of the Rules and By-Laws of the Club.
7. Maintain registers of members' details plus life members and sponsors.
8. Be familiar with the Constitution, By-Laws and roles of the Club, NFA and any other body that has governance. Give advice to the President and Committee as required.
9. Receive all correspondence directed to the Club, inform appropriate member, react, follow up and distribute to appropriate members.
10. Ensure all licenses required by the Club are current.
11. Ensure all insurances required by the Club are current.
12. Complete, with assistance of President and Treasurer, annual statements as required by the Incorporations Act.
13. Maintain sponsorship records.
14. Prepare notice for Annual General Meeting and forward to all members as per Constitution.
15. When required, prepare notice for Special General Meeting and forward to all members as per Constitution.
16. Maintain register of all members and update change of address and email addresses as they arise as per clause 11 of Constitution.
17. Process Insurance claim forms for members by completing relevant section of claim form and forwarding to insurance company.
18. Act as liaison officer for Club with Council for general administration issues.

19. Ensure, with the other members of the Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 2009, are met.
20. Ensure, with other members of the Committee, that the requirements of any funding or other agreement that the Club has entered into, are met.
21. Maintain all legal documents and ensure any changes to Constitution or By Laws and end of year financial statements are lodged with Department of Fair Trading.
22. Perform other duties as imposed by the Club Constitution.
23. Assist with activities and events associated to the Club – Ground Official duty, presentation day, muster day.

### ***End of year hand over***

#### **Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Secretary should compile a list of people at the end of each season who have access to each of the relevant platforms and provide this list to the Committee.

Ideally the Secretary should review the Club's plans for the following season and make recommendations to the Committee regarding any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

#### **Induction of the incoming Secretary**

An important responsibility of the outgoing Secretary is to train, mentor and support the incoming Secretary.

### ***Essential Skills and requirements***

- Hold or willing to apply for a current volunteer Working With Children Check.
- Exceptional communication skills - Respectful and effective.
- Ability to meet deadlines and provide timely information as well as delegate tasks as required.
- Enthusiasm and dedication.
- Good leadership skills and ability to control and supervise others.
- Clear thinker and positive attitude.
- Negotiating skills.
- Ability to show empathy with varying groups of people.
- Ability to maintain confidentiality on relevant matters.

The estimated time commitment required as the Secretary is **2-3 hours** per week, however, this may be increased at the beginning of the season.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*