



## Westlawn Tigers Football Club Position Description - Secretary

### JOB TITLE:

Secretary

### OBJECTIVE:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

### RESPONSIBILITIES:

- Establish a meeting schedule for club 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, NNSWF, North Coast Football 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.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to NNSWF, North Coast Football and relevant stakeholders regarding changes to committee members and key contacts.
- Holds the role of Working With Children Coordinator. Maintain Working With Children (WCC) Club Register which includes conducting WCC checks yearly before the season starts and updating club register.

### RELATIONSHIPS:

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.

February 2017

**Westlawn Tigers Football Club**  
PO Box 621, Grafton NSW 2460  
[www.westlawntigersfootballclub.com.au](http://www.westlawntigersfootballclub.com.au)  
[westlawntigers@yahoo.com.au](mailto:westlawntigers@yahoo.com.au)



- Will be in regular contact with FFA, NNSWF, North Coast Football, Clarence Valley Council and other external stakeholders.

#### **ACCOUNTABILITY:**

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

#### **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.