



Balgownie Junior Football Club

Job description for: SECRETARY

OVERVIEW:

The Club Secretary is primarily responsible for all administration duties and provides the co-ordinating link between member, the committee and various stakeholders.

The role can be divided into 3 main functions (some of which could be further delegated):

- Administration / Public officer
- Games / Fixtures: changes, notification etc
- Liaison with FSC and other clubs

RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive 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 Executive 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, Football NSW, FSC 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.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to FSC and relevant stakeholders regarding changes to committee members and key contacts.
- With Associations - process transfer applications; enter teams in out-of-League competitions; request trial matches from FSC; represent the club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

RELATIONSHIPS:

- President and Executive Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Football NSW, FSC, Council and other external stakeholders.

ACCOUNTABILITY:

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

COMMITMENT LEVEL:

The estimated time commitment required as the Secretary is 3-4 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.
- Lots of energy and enthusiasm.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Good record keeping
- Well organised.
- Dedicated club person.
- Self-motivated and goal-oriented.
- Supervision of volunteers.

DESIRABLE SKILLS:

- Minute-taking skills.
- Computer skills.
- Negotiating skills.
- Empathy with varying groups of people.