



**CLUB
SUPPORT
PROGRAM**



Position Description

Secretary

Overview

The key responsibilities of the Secretary are to:

- understand the Club Rules, By-Laws, Policies and Procedures, legal and compliance obligations; and
- ensure the club is run according to these core requirements at all times.

The Secretary is generally the club's nominated representative for the purposes of complying with the incorporated associations legislation.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc.). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

The Secretary is a role that every incorporated association is required to fill by the incorporated associations legislation. Other responsibilities that the Secretary is responsible for under the incorporated associations legislation include:

1. Notifying the relevant government body of their appointment
2. Lodging on behalf of the club all reports and notices as required by the incorporated associations legislation.
3. Maintaining the club's membership database



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Meetings

1. In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting)
2. Prepare and circulate, at least 4 days prior to each committee meeting, the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
3. Take the minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
4. Prepare and circulate, according to the Club Rules, the notice convening the annual general meeting (and any special general meetings), ensuring all members are invited
5. If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
6. Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Player and team administration

1. Enter teams in their relevant competitions
2. Book venues for training and match day competitions
3. Ensure all players are properly registered and eligible to play in their nominated teams
4. Coordinate all player and coach clearances and transfers

Communication

1. Handle all general club correspondence, responding to any correspondence as required
2. Oversee and coordinate the club's communication strategy, including its website, email newsletters and social media
3. Be the club's point of contact for key stakeholders, including local council, local association and peak sports bodies.

Knowledge Management

1. Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by-laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
2. Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
3. Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
4. Coordinate the induction training for the incoming committee, subcommittees, coaches and volunteers.



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Succession planning

A key responsibility of the Secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one, but often multiple, Assistant Secretaries who will be delegated tasks and responsibilities of the Secretary. The Secretary should ensure when delegating tasks to Assistant Secretaries that:

- Expectations are clearly defined
- The Assistant Secretaries have been adequately trained
- The Secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

- Hold or be willing to apply for a current volunteer's "working with children" check
- Act in the best interest of the members at all times
- Attend all committee meetings
- Undertake the role in good faith and honesty

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

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 updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

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

The estimated time commitment required as the Secretary is **XX hours** per week during the season.

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