

# Secretary



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

## OBJECTIVE

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

## RESPONSIBILITIES

- Establish a meeting schedule for Management Committee for the current year.
- Provide secretarial support to the Management Committee, including preparing agendas in consultation with the Chairman.
- Collect and collate reports from office bearers.
- Prepare minutes of all Management Committee meetings, distribute them in accordance with the club's Constitution and file appropriately.
- Ensure annual report is published in accordance with requirements of Constitution and Dept of Fair Trading
- 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 Constitution, By-Laws and roles of the Club, NFA and any other body that has governance. Give advice to the Chairman and committee as required.
- Receive all correspondence directed to the club, inform appropriate member, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Ensure all insurances required by the club are current.
- Complete, with assistance of Chairman and Finance Officer annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Prepare notice for Annual General Meeting and forward to all members as per Constitution.
- When required, prepare notice for Special General Meeting and forward to all members as per Constitution.
- Maintain register of all members and update change of address and email addresses as they arise as per clause 11 of Constitution
- Process Insurance claim forms for members by completing relevant section of claim form and forwarding to insurance company.
- Liaise with heads of all committees and develop yearly planner for clubhouse bookings to be displayed on website.
- Attend to all park bookings with Blue Mountains City Council (BMCC) that include summer and winter field bookings and netball court bookings.
- Act as liaison officer for Club with BMCC for general administration issues.
- Purchase office supplies (including paper, receipt roll for cash register, toner for photocopier, etc).
- To investigate/research opportunities to attract funding for SUFC as directed by the Management Committee, and to present such research to the Management Committee.
- Ensure, with the other members of the Management Committee, that the legal responsibilities of SUFC, including compliance with the *Associations Incorporation Act 2009*, are met.
- To ensure, with other members of the Management Committee, that the requirements of any funding or other agreement that the Club has entered into, are met.
- 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.
- To perform other duties as imposed by the Club Constitution.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.

## RELATIONSHIPS

- Chairman and Management Committee

- Chair of SUFC Sub-committees
- SUFC Administration Officer
- Blue Mountains City Council
- Insurance agencies/brokers
- Other stakeholders as required to fulfill the requirements of the role

#### **ACCOUNTABILITY**

- The Secretary is accountable to the Chairman and Management Committee.
- The Secretary is a member of the Management Committee and as such is an Officer Bearer of SUFC.

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.

#### **REQUIRED 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.

The Secretary is appointed for a term of two (2) years from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting two (2) years.

For further information in regards to this role please do not hesitate to contact the Chairman [chairman@springwoodunited.com.au](mailto:chairman@springwoodunited.com.au)