**Position Description: Secretary**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 Club Secretary is generally the clubs nominated contact both internally and externally. The Secretary is also the club officer responsible for managing, collecting, reviewing and sharing 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 co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers

**Responsible To:** *Insert role*

**Term Length:** *Insert year/s*

**Time Allocation:** *Insert approximation of hours per week*

**Responsibilities:**

**Legislative Responsibilities**

The secretary will also act as the “public officer” of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

* Notifying the relevant government body of their appointment
* Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
* Maintaining the club’s membership database

**Meetings**

* In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
* Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports
* Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
* Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
* If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.

**Player and Team Administration**

* Enter teams in their relevant competitions
* Book venues for training and match day competitions
* Ensure all players are registered and cleared to play in their nominated teams
* Co-ordinate all player and coach clearances and transfers

**Communication**

* Handle all general club correspondence, responding to any correspondence as required
* Oversee and co-ordinate the club’s communication strategy, including its website, email newsletters and social media
* Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies.

**Knowledge Management**

* 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, coach development plans etc.
* Maintain a register of all marketing material relating to the club’s activities (letterhead, logos, posters, brochures etc.)
* Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures
* Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

**Essential Skills and Requirements:**

* Holds a current Working with Children Check (WWCC)
* A competent communicator
* Strong relationship building capabilities
* Strong computer literacy skills
* Attend all committee meetings
* Act in the best interest of the members at all times

**Last updated:** *Insert date*

**Updated by:** *Insert* *name*