

**JOB TITLE:**

**Secretary**

**OBJECTIVE:**

The club/association secretary is primarily responsible for all administration duties and provides the communication link between members, the committee, and various stakeholders.

**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 committee and General Meetings of the club/association, distribute them in accordance with the club’s/association Constitution and file appropriately.
* Collate and arrange for the printing of the annual report.
* Prepare a comprehensive report of all activities of the club/association for presentation to members.
* Maintain and register Constitutional changes.
* Maintain, update and distribute policies of the club/association in accordance with other committee members.
* Maintain legal documentation including leases and titles, incorporation certificate, insurance policies and constitutions
* Act as the public officer liaising with members of the public, affiliated bodies and government agencies.
* Develop a communication distribution system for the club/association.
* Maintain registers of members’ details plus life members and sponsors.
* Be familiar with the roles of the Club/Association, Football South Australia and any other body that has governance. Give advice to the President and committee as required.
* Receive all correspondence directed to the club/Association, inform President, react, follow up and distribute to appropriate members.
* Collate team reports for club/association newsletter, email.
* Complete annual statements as required by the Incorporations Act.
* Maintain sponsorship records.
* Notify all stakeholders of any changes to committee members and key contacts.

**RELATIONSHIPS:**

* President and General Committee.
* Liaises with all team managers, coaches, players, parents and club/association staff.
* Will be in regular contact with Football South Australia, Council and other external stakeholders.

**ACCOUNTABILITY:**

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

**ESSENTIAL SKILLS:**

* Computer literate in the various Microsoft applications.
* Effective communication skills.
* Strong leadership skills.
* Clear thinker and positive attitude.
* Able to maintain confidentiality.
* Ability to coordinate and supervise others.
* Organise and delegate tasks.
* Ability to work under pressure and address competing tasks.
* Strong mediation and negotiation skills.
* Ability to work independently and as a team.

**Estimated Time Commitment Required**

The estimated time commitment required as the Secretary is hours per week.

The Secretary is appointed for a period.