

Position Description: Secretary

The Secretary shall conduct the correspondence of the club and Executive committee and shall have custody of all documents belonging to the Club. They shall keep full minutes of all meetings. They shall keep a register of the members of the club and do all acts and things as the club or Executive Committee may direct. Including but not limited to:

- a. Read, reply to correspondence promptly and file carefully.
- b. Make physical arrangements for meetings and Club functions such as Trophy Presentation Night, Allocation Days and District Management Committee meetings. This includes the slide decks and other presentation material used on the night.
- c. Circulate notices of meetings.
- d. Prepare and circulate Agenda (this may be a standard Club Agenda).
- e. Write up, type and circulate Minutes promptly following each meeting.
- f. Prepare and deliver (verbally) brief summary of correspondence at meetings.
- g. Prepare and facilitate documents and manpower for pre-season mailout.
- h. Prepare and update season Calendar.
- i. Brief and assist Club President on all Club related matters.
- j. Ensure relevant documents are on hand at all meetings
- k. Purchase paperwork required for administration.
- l. Attend games at weekends (where possible).
- m. Project favourable image when answering queries.
- n. Obtain Executive/Committee ratification of decisions undertaken.
- o. In conjunction with the Club President and Treasurer, carry out legal and constitutional requirements of the Club's Annual General Meeting with regards to timing of notices, notices of motion, nominations of office-bearers, annual financial reports, and appointment of Returning Officer.
- p. Maintain register of members, life members and sponsors.
- q. Maintain a list of passwords used by the clubs Facebook, website and email accounts.
- r. Maintain all legal documents such as constitutions, leases and titles.
- s. Make available, on demand for inspection by Members, an up to date copy of the Constitution and any Regulations made there under.
- t. Authorised Bank Account signatory/approver.
- u. Manage DropBox (folder naming, archive & general queries) where all the club's files are stored. We also have an "Archive" setup as there are storage size restrictions.
- v. Make bookings for Percy Doyle & Seacrest (Clubrooms & parks a separately booked) and all other playing & training venues on behalf of committee, coaches and managers.
- w. Set up roster for setup and close-down of Seacrest on Sundays (when fixtures are available).
- x. Watch for grant opportunities, prepare, submit and manage applications.
- y. Collect email from post box – 133, Glengarry shopping centre.
- z. Send out email on behalf of admin@sorrentoduncraigjfc.com.au and manage the clubs email mailboxes.
- aa. In consultation with Risk & Safety Manager ensure the appropriate Insurances are in place and keep a register of.
 - i. Public Liability
 - ii. Club Management Liability

- iii. Asset protection
- iv. Personal Injury
- v. Volunteer

The Secretary is a member of and is responsible to the Executive Committee.

Reports to	Member of Standing Committee	Expected time commitment
Executive Committee	Executive Committee, Football Operations Committee	10-20 Hours per month