



Secretary

Executive Committee Position

Reports to

Executive Committee/General Committee

Special Skills Required

- Diligent, energetic and proactive attitude
- Well developed communication skills
- Ability to supervise others
- Well organized & ability to delegate tasks
- Ability to liaise with external parties – SEJ, member clubs, community organisations
- Report and letter writing skills
- Good working knowledge of the club, rules, policies, constitution, etc
- Understanding of league operations
- Good mediation and people skills
- Experience with planning
- Computer literate, daily access to Email, Word

Duties

- Work in close association with the Executive Assistant & delegate where appropriate
- Maintain a register and contact details for all committee, coaches, team managers, trainers etc
- Convene club meetings and advise all potential attendees, prepare venue, arrange catering
- Record detailed minutes of meetings
- Liaise with the football league & receive, distribute & act upon all communication & requests
- Liaise with other clubs and community organisations
- Receive, distribute and act upon all other incoming communication & enquires
- Forward plan, facilitate, co-ordinate, delegate for all club events/functions/meetings in general
- Keep others informed of club issues and events via executive/general committee meetings
- Manage and resolve specific issues that arise between club members in consultation with other Executive members
- Examine alleged breaches of the clubs code of conduct and determine consequences
- Communicate information to/from local and state governments and other external bodies
- Help oversee the sound financial management of the clubs funds & monitor budgeting
- Prepare and co-ordinate committee rosters for seasonal duties / club events
- Volunteer Recognition

- In conjunction with Football Manager and Coaching Coordinator – oversee that the Coaches, Team Managers etc follow appropriate guidelines
- Oversee that other committee members are performing their duties in a timely & efficient manner
- Maintain a community/family focus and club culture
- Keep members informed by sending regular items for inclusion in the Newsletter / website
- Ensure smooth running of the club