

Secretary – Position Description

Reports To: President

Direct Reports: Head Trainer, Team Manager Coordinator

Position Purpose

The Secretary is responsible for the effective administration of the club, including maintaining accurate records, managing correspondence and ensuring compliance with regulatory and constitutional requirements.

Key Responsibilities

Administration

- Maintain all club records, including meeting minutes, membership lists, and player/volunteer registrations.
- Ensure the club complies with its Constitution, relevant legislation and league rules.
- Maintain up-to-date club policies and procedures.

Meetings

- Prepare agendas for committee and general meetings in consultation with the President.
- Record and distribute accurate meeting minutes.
- Track action items and follow up with responsible committee members.

Correspondence

- Manage all club correspondence, including emails, letters and official documents.
- Act as the main point of contact with league, council and regulatory bodies.
- Notify members of meetings, elections and other key events.

People Management

- Support and guide your sub committee members.
- Ensure positive club culture and adherence to Codes of Conduct.
- Handle disputes or issues in collaboration with the sub committee.

Member Management

- Maintain an accurate and current register of members.
- Ensure appropriate registration of players and volunteers with the league or governing body.
- Manage annual memberships and coordinate with the Treasurer for payment tracking.

Compliance

- Ensure timely submission of annual reports, affiliation documents and insurance renewals.
- Maintain Child Safety Standards documentation and Working with Children Checks.
- Oversee the annual review and lodgement of the club's incorporation status.

Support to the Committee

- Provide guidance on constitutional and governance matters.
- Assist with event planning and operational tasks where required.
- Support President and committee in managing issues and decision-making.

Game Day & Training Logistics

- Manage team entry, player registrations, clearances and transfers.
- Liaise with league officials, umpires, and opposition teams as needed.

Key Relationships

- Club Committee Members.
- Players, Coaches, Team Managers.
- Football Operations.
- Sponsors and Local Businesses.
- League Representatives.
- Local Council and Community Groups.

Skills and Attributes

- Strong leadership and communication skills.
- Strong written and verbal communication.
- High attention to detail and organisation.
- Confidentiality and discretion.
- Familiarity with digital tools (e.g., email, Word, Excel, registration platforms).
- Knowledge of club governance or willingness to learn.

