**Insert Name Football / Soccer Club**

**Position Description - Secretary**

**JOB TITLE:**

Secretary

**OBJECTIVE:**

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, 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, distribute them in accordance with the club’s Constitution and file appropriately.
* Collate and arrange for the printing of the annual report.
* Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
* Maintain an accurate copy of the Rules and By-Laws of the club.
* Maintain registers of members’ details plus life members and sponsors.
* Be familiar with the roles of the Club, Competition, FFV and any other body that has governance. Give advice to the President and committee as required.
* Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
* Ensure all licenses required by the club are current.
* Coordinate team reports for club newsletter, email.
* Act as the Public Officer of the club (Consumer Affairs Victoria – Incorporated Association).
* Complete annual statements as required by the Incorporations Act.
* Maintain sponsorship records.
* Notice to FFV and relevant stakeholders regarding changes to committee members and key contacts.

**RELATIONSHIPS:**

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

**ACCOUNTABILITY:**

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

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

**ESSENTIAL SKILLS:**

* Enthusiasm and dedication.
* Good leadership skills.
* Good listening ability.
* Effective communicator.
* Clear thinker and positive attitude.
* Able to maintain confidentiality on relevant matters.
* Ability to control and supervise others.
* Organise and delegate tasks.
* Well organised.
* Dedicated club person.

**DESIRABLE SKILLS:**

* Minute taking skills.
* Typing/computer skills.
* Negotiating skills.
* Empathy with varying groups of people.