



## WA WOMEN'S FOOTBALL LEAGUE (INC)

### Board Member (Secretary) – Job Description

#### KEY FOCUS OF THE ORGANISATION

Through the provision of strategic direction and resources, the WA Women's Football League seeks to support and develop vibrant, inclusive and sustainable clubs which support growth, promote development and are community focused.

#### KEY FOCUS OF THIS POSITION

To ensure that the League is delivering on its strategic directions through strong governance and leadership.

#### SPECIFIC RESPONSIBILITIES

- Preparing notices of meeting for Board meetings and General Meetings;
- Keeping the minutes of Board meetings and General Meetings;
- Recording in the relevant minutes disclosures of material personal interests of Board Members made at Board meetings and General Meetings;
- Maintaining records of Board Members, any other office holders and any appointed trustees and providing for Members to inspect these records and take;
- Maintaining an up-to-date copy of this Constitution and providing for Members to inspect this Constitution and take copies;
- Ensuring that all notices are duly given in accordance with this Constitution or as required by law
- Unless the Board resolves otherwise, being responsible for the secure custody of the books, records and documents of the League, other than those required to be maintained by the Treasurer; and
- Generally performing all duties incidental to the office of Secretary and such other duties as may be assigned to him or her by the Board from time to time.

#### GENERAL RESPONSIBILITIES

- Participate in the setting of the strategic direction of the organisation, including the vision, objectives, strategic and operational plans
- Approving key organisation policies
- Ensuring legal requirements are met and governance arrangements adhered to
- Developing a risk management plan and ensuring it is implemented.

#### ACCOUNTABILITY

- The Board is accountable to the President.

#### COMPETENCIES FOR THIS POSITION

##### 1. Administration

Possess skills and experience necessary to perform the specific responsibilities above.

##### 2. Honesty

Display integrity and comply with the rules and policies of the organisation.

##### 3. Planning and Organising

Strong organisational skills to deliver required tasks / actions.

**4. Effective Communication**

Communicate effectively with a range of stakeholders using a range of mediums.

**5. Teamwork**

Ability to work with others to achieve objectives.