# Club Name

your logo here

### Position Description Form

| **Job Title** | **Secretary** | | |
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| **Accountability** | President  Executive Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To ensure that appropriate administrative support is provided to the President, General Committee and sub committee’s. * To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions. * To manage business considered by the Club Committee. * To provide support to the Executive and Committee members to ensure the efficient operation of the Club | | | |
| Responsibilities | | | |
| * Establish a planning calendar for the year. * Provide a coordinating and support role for Club sub committees. * Formulate the annual operating plan and manage its ongoing administration. * Provide secretarial support to the Committee. * Maintain an accurate copy of the Rules and By-Laws of the Club. * Maintain a complete record of all activities of the Club. * Be familiar with the rules of the Club, League, Football Victoria, AFL and any other body that has governance to give advice to the President and Committee as required. * Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club. * Receive all correspondence directed to the Club. * Prepare and send correspondence in accordance with the direction of the President and Committee. * Report activities of the portfolio to the membership at the Annual General Meeting. * Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting. * Assist other Committee members in their duties as required. * Undertake tasks at the request of the President, Executive or General Committee. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with the Executive. * Liaises with sub committee’s. | | | |
| Reporting | | | |
| * The Secretary is accountable to the President and the General Committee. * Provide a report on any aspect of portfolio operations to the monthly Committee meeting. | | | |