



SOUTH AUSTRALIAN WOMEN'S FOOTBALL LEAGUE

POSITION DESCRIPTION:

SECRETARY

as at 1 October 2014

Appointment

Following the election of the South Australian Women's Football League (SAWFL) Board, the Secretary portfolio will be appointed to a member of the SAWFL Board by the SAWFL Board for a one-year term.

Objectives

- To ensure that appropriate administrative support is provided to the Chairman, SAWFL Board and Sub-Committees (if applicable).
- To provide a "whole of League" planning focus to ensure the overall efficient management of the League and its functions.
- To manage business considered by the SAWFL Board.
- To provide support to the SAWFL Board members to ensure the efficient operation of the League.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for SAWFL Sub-Committees (if applicable).
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Board.
- Maintain an accurate copy of the Constitution, By-Laws, Rules and Policies of the League.
- Maintain a complete record of all activities of the League.
- Be familiar with the rules of the SAWFL, SAAFL, SANFL, AFL and any other body that has governance to give advice to the President and Board as required.
- Prepare and distribute minutes of all Board meetings.
- Receive all correspondence directed to the League.
- Prepare and send correspondence in accordance with the direction of the Chairman and SAWFL Board.
- Prepare a comprehensive report of all activities of the League and provide to the Chairman for presentation to the membership at the Annual General Meeting.
- Assist other Board members in their duties as required.
- Undertake tasks at the request of the Chairman and Board.
- Act at all times in the best interests of the League and within the SAWFL rules and policies, including those of the State and National bodies and any other bodies in which the League is affiliated with
- Always work in an ethical and transparent way

Relationships

- Reports to the SAWFL Board.
- Liaises with SAWFL Sub-Committees (if applicable)

Accountability

- The Secretary is accountable to the Chairman and SAWFL Board.
- Provide a report on any aspect of portfolio operations to the SAWFL Board meetings.
- Seek ratification from the appropriate Board member/s prior to committing the League to any financial expenditure or action.