



Yerrinbool Bargo Soccer Club Position Description - 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 the current calendar year and as "draft" for the future year to be published on the Club website event calendar
- Provide secretarial support to the committee, including. preparing agendas in consultation with the President. Notice to be given on the website, facebook and Agendas emailed/SMS to all the Committee.(secretary@ybsc.com.au)
- Collect and collate reports from office bearers for each Meeting as required.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file/store appropriately.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM as per the constitution and publish any reports required.
- Maintain an accurate copy of the Rules and By-Laws of the club (inc. on club website)
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body and any other body that has governance. Give advice to the President and committee as required.
- Receive all Club correspondence, inform the Executive , react, follow up and distribute to appropriate members. Provide a correspondence(in and out) register(list) to each Meeting. Only where an action or cost is involved or noting is required.
- Ensure all licenses required by the club are current.
- Act as the Public Officer of the club
- Complete annual statements as required by the Incorporations Act or as required.
- Maintain sponsorship records.
- Notice to governing body(HSA) and relevant stakeholders regarding changes to committee members and key contacts.
- Ensure the Club YBSC Facebook page and website(ybsc.com.au) is up to date
- Arrange Registration days and on line information with Registrar
- Arrange the duty roster for home games and
- These responsibilities can be performed by the Secretary or delegated with the approval of the Executive. Some duties can be performed by a Committee officer or Life members with approval of the Committee.

RELATIONSHIPS:

- President, General and Executive Committee.
- Liaises with all team managers, coaches, players, parents and supporters.
- Will be in contact with Governing Body(HSA), Councils and other external stakeholders as required.



ACCOUNTABILITY:

- The Secretary is accountable to the President, Executive and General Committee.

The estimated time commitment required as the Secretary on average is 1-3 hours per week during the season. This may be increased at the beginning and end of the season.

ESSENTIAL SKILLS:

- Perform as per rules, guidelines and procedures
- Organisation, Enthusiasm and dedication.
- Good listening ability and effective communicator with ability to compromise.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Organise and delegate tasks.
- Dedicated club person
- IT basic skills

DESIRABLE SKILLS:

- Minute/note taking skills.
- Negotiating skills.
- Empathy with varying groups of people.
- Facebook, website administration and media publishing