



Volunteer Position Description

Secretary

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and other stakeholders.

Responsible To

The Secretary is directly responsible to the President and the club members.

Responsibilities

The Secretary should:

- Understand the League and Club rules, by laws, policies and procedures, and legal and compliance obligations;
- Manage, collect, review and disseminate the Club's information and knowledge;
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies;
- Read, reply and file all Club correspondence promptly;
- Keep up to date with the Club's Insurance Policy;
- Lodge returns with Australian Securities and Investments Commission (ASIC), the Office of Fair Trading and the Australian Tax Office (ATO);
- Maintain and Manage the Key Register, ensuring keys are returned at the end of the season and issued to required volunteers at the commencement of the season.
- Invite Life Time Members to annual Pink Day event.

Initial Duties:

- Notify stakeholders of any changes to key office holders;
- Prepare the AGM minutes to authorise changes in signatories on Club bank accounts or utility accounts (water, gas, electricity);
- Submit the Annual Return of Associations to the Office of Fair Trading within 1 month of the AGM;
- Lodge on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act and QRL;
- Gain access to MySideline Admin, add/remove members has required for the season;
- Manage 'MyManager' ensuring user access is assigned/removed each season.
- Gain access to Facebook, add/remove members has required for the season;
- Gain access to the PO Box, add/remove members has required for the season;
- Review access to the security system, add/remove members has required for the season;
- Review key register, add/remove members has required for the season;
- Update role assignees in TidyHQ and review all committee members standard tasks for the upcoming season.

Meetings:

- In conjunction with the President, schedule all committee meetings and general meetings (including AGM) as early as possible;
- Prepare and circulate meeting agendas, supporting documentation and reports for consideration/discussion by the committee in accordance with the constitution or club rules;
- Take the meeting minutes and circulate to the relevant people within 7 days;
- Maintain the minute book/folder of the Club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming that they are a true reflection of the meeting;
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club constitution or rules are met;

Knowledge Management

- Maintain a record on TidyHq of the latest version of all Club documentation including but not limited to the Club constitution and rules, strategic plan, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, leases and titles, coach and player development programs;
- Maintain a record on TidyHq of all marketing material relating to the Club's activities (letterhead, logos, posters, brochures/fliers etc);
- Liaise with the President to review and, if required update position descriptions, operating manuals, policies and procedures annually;
- Coordinate the induction training for the incoming committee and sub committees;
- Liaise with the Volunteer Coordinator to coordinate induction training for all coaches, team staff and volunteers;

Player and Team Administration

- Maintain the Club's membership database including life members and sponsors;
- Liaise with the Registrar to ensure that all players are registered and cleared to play in their nominated teams;
- Liaise with the Registrar to ensure all player and coach clearances and transfers are processed in a timely manner;
- Monitor WWC Blue Card accreditations and submit renewals or applications as required.