

### Job Title: Secretary

**Outgoing: Mr. Darrell Kelsey**

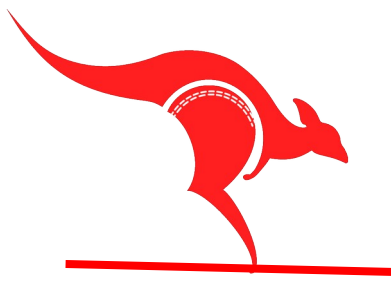
### Skills Required

- Well-developed communication skills
- Able control and supervise others
- Good organisational skills
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

### Key Roles & Responsibilities

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Prepare, distribute and file minutes of all committee and General meetings of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a register of all members, sponsors and other relevant groups.
- Be familiar with the rules of the Club, League, Commission, State Sporting Association.
- Receive all correspondence directed to the Club, inform the President, react, follow-up and distribute to members.
- Ensure all licenses required by the Club are current.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Club (Incorporated Association).

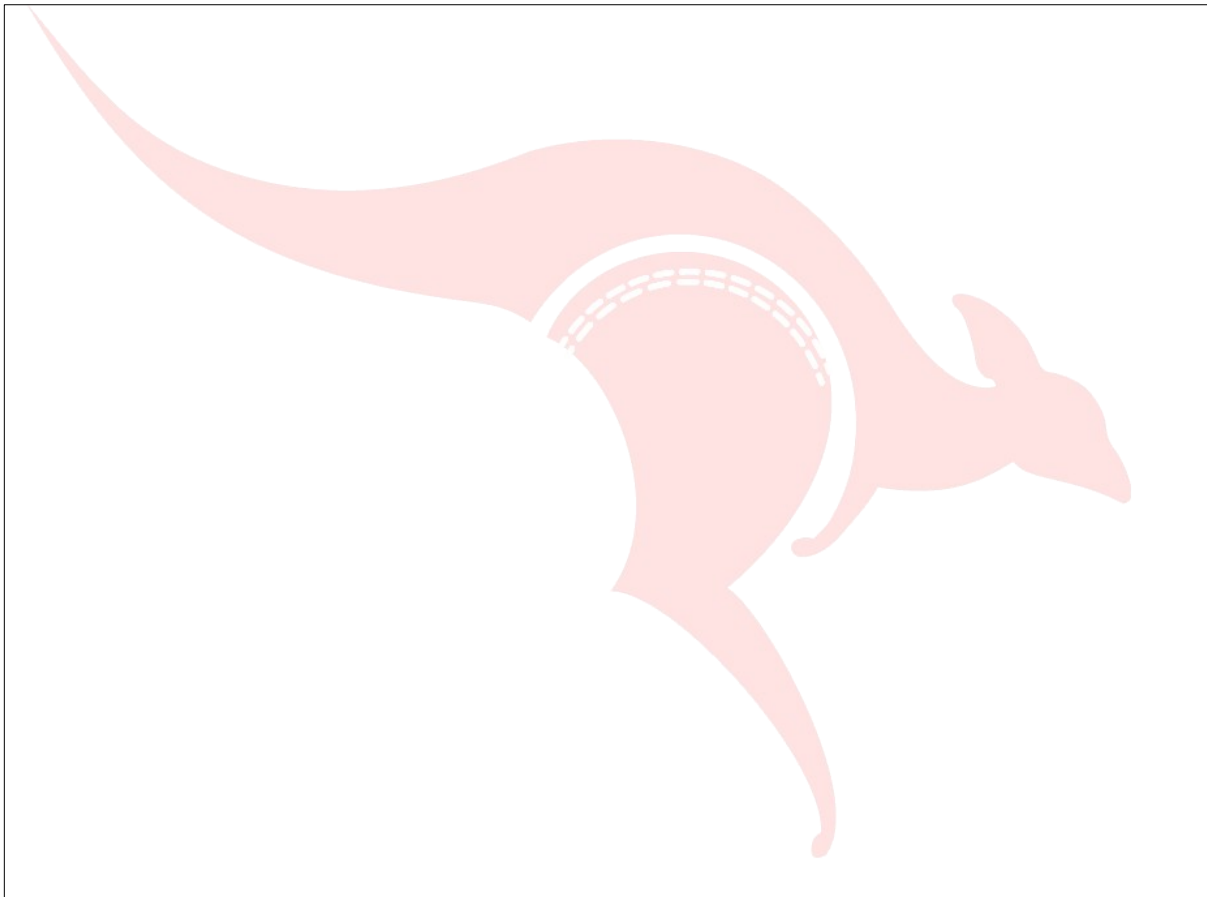


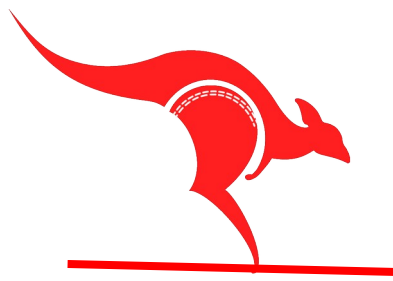


- Maintain a file of contacts for purchases e.g. Letterheads, glasses etc.
- Liaise with the local media, clubs and other community organisations.

**Time Required**

6-8 hours per fortnight





***Nomination Form: Secretary***

**Nominee:**

**Nominator:**

**Secunder:**

