Redcliffe Tigers AFC
ABN: 76 140 639 861
30 Nathan Road
Kippa-Ring QLD 4021

SECRETARY

Reports to: President and Executive Committee

Purpose of role

The Secretary is there to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, to ensure the club is run accordingly. The Secretary is there to manage, collect, review and distribute the club's information and knowledge.

Qualifications & Desirable Characteristics

- Hold or willing to apply for a current volunteer "Working with Children Check"
- High organisation skills
- Computer skills
- Effective communication skills
- Respects and keeps confidential matters confidential when necessary
- Knowledge or relevant experience of committee procedures

Duties & Responsibilities

Prior, during and post season duties of the Secretary may include but are not limited to:

- Responsible for ensuring meetings are effectively organised and meeting minutes.
- Scheduling of committee and/or executive meetings as well as the Annual General Meeting.
- Develop meeting agendas in consultation with other committee members and distribute prior to the meetings
- Take meeting minutes at each committee and general meetings and circulate accordingly.
- Maintaining effective records and administration for the club.
- Keeping up-to-date contact details for the management committee and ordinary members of the club.
- Keeping a record of the organisation's activities & future activities.
- Ensure all players are registered and cleared to play in their nominated teams.
- Co-ordinate all player and coach clearances and transfers.
- Book venues for training and match day competitions.
- Responsible for upholding legal requirements;
    - Act as the "public officer" under the Incorporated Associations Act.
    - Lodging club reports and notices as required by the relevant Incorporated Associations Act
- Providing effective and efficient communication and correspondence to the club is important.
- Keeping a record of any publications (e.g. newsletters or flyers etc.)
- At the end of each year the review and update the position description to ensure it continues to reflect the requirements of the role.

Time Commitment: 3 – 10 hours per week or as requested