

Club Secretary

Reports to: President

Purpose:

The Secretary plays a key role in ensuring the Club operates smoothly, professionally and in accordance with its Constitution, By-Laws, policies, procedures, and relevant legal and compliance obligations. As the central point for Club administration and communication, the Secretary supports the President and Committee and manages the collection, maintenance and distribution of Club records, information, and correspondence.

Key Responsibilities:

- Coordinate and manage Club correspondence, ensuring communication is timely, accurate and professional.
- Schedule Committee, Executive and General Meetings, including the Annual General Meeting.
- Prepare meeting agendas in consultation with the President and Committee and distribute relevant papers prior to meetings.
- Take accurate minutes of Committee and General Meetings, maintain records of decisions and actions, and distribute minutes as required.
- Maintain accurate and up-to-date Club records, including the Constitution, By-Laws, policies, procedures, Committee details and key Club documentation.
- Maintain an annual calendar of key meetings, events, reporting deadlines, league requirements and other Club obligations.
- Support the development and administration of the Club's annual operational plan and maintain records of key activities and future commitments.
- Liaise with AFL/league bodies, Council and other relevant organisations on administrative, governance and compliance matters.
- Support the Club to meet its legal, regulatory and reporting obligations, including requirements applicable to an incorporated association.
- Act as the Club's Public Officer where appointed and undertake associated reporting and lodgement requirements.
- Maintain appropriate records of Club communications and publications.
- Provide general administrative support to the President, Executive and Committee as required.

Skills & Desirable Characteristics:

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