



Majura Football Club Position Description – Club Secretary & Public Officer

JOB TITLE:

Secretary & Public Officer (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Secretary & Public Officer is a minimum of 2-3 hours per week during the season. This may increase for short period at the beginning of the season.

ROLE DESCRIPTION:

The club secretary is primarily responsible for all club secretarial administration duties and provides the coordinating link between member, the committee and various stakeholders. The role also includes the public officer functions.

RESPONSIBILITIES:

- Responsible for all official correspondence in and out from the club.
- Attend monthly club committee meetings.
- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers for the Minutes.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Prepare a comprehensive report of all activities of the club for presentation to members at the Annual General Meeting. Collate and arrange for the printing of the annual report.
- Maintain an accurate copy of all the Committee Minutes.
- Maintain registers of members' details plus life members and sponsors.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Ensure all licenses required by the club are current.
- Maintain an update Committee contact lists.
- Act as the Public Officer of the club ensuring compliance the current ACT Association Incorporation Act.
- Notice to Capital Football, affiliates and relevant stakeholders regarding changes to committee members and key contacts.



RELATIONSHIPS:

- President and club Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- May be in regular contact with Capital Football, its affiliates and other external stakeholders.
- Liaison with the Access Canberra and the Australian Securities and Investment Commission and any other organisations concerning lodgement of any or all documents relating to the operation of the club.

ACCOUNTABILITY:

- The Secretary & Public Officer is accountable to the President and club Committee.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Well organised.
- Organise and delegate tasks.
- Dedicated club person.
- Electronic records management.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.
- Listening Skills.

VOLUNTEER BENEFITS:

- Community club administrative leadership role.
- Enhances stakeholder awareness, engagement, facilitating and management skills.
- Enhances active listening, accuracy and higher level corporate writing skills.