



Dunoon United Football Club

Position Description

Secretary

Objective

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

Responsibilities

- 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.
- 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 AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, FFNC and any other body that has governance.
- Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletter, email.
- Report annual statements as required by the Incorporations Act to Dunoon and District Sport and Recreation Club.
- Maintain sponsorship records.
- Notice to FFNC and relevant stakeholders regarding changes to committee members and key contacts.

Relationships

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with FFNC, Council and other external stakeholders.

Accountability

- The Secretary is accountable to the President and General Committee.

Essential Skills

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.



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- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.
- Minute taking skills.

Desirable Skills

- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.

Time Commitment

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.