

# CLUB SECRETARY



**REPORTS TO** – President & Committee

**SUPPORTS** – Committee, Coaches, Players, Families and Volunteer Staff

## PURPOSE OF THE ROLE

The Secretary helps to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and to ensure the club is run accordingly. The Secretary collects, reviews and distributes the club's information and knowledge.

## QUALIFICATIONS & EXPERIENCE

- Hold or willing to apply for a volunteer "Working with Children Check"
- Effective communication, organisation skills and respectful of confidentiality.
- Strong computer and online skills.
- Knowledge or relevant experience of committee procedures

## DUTIES AND RESPONSIBILITIES

The Secretary is responsible for a broad range of admin and governance tasks before, during and after the season. Duties may include, but are not limited to:

- **Meeting Management**
  - Schedule and organise club meetings, including the AGM.
  - Prepare and distribute agendas, minutes, and track action items.
- **Club Administration**
  - Manage the club's email and Google Drive accounts.
  - Maintain key documents, including the Constitution, league handbooks and organisational structures.
- **Stakeholder Engagement**
  - Liaise with CHFL / CHNL administration as required.
  - Maintain relationships with Hepburn Shire Council, community groups, local businesses and others.
  - Act as the first point of contact for enquiries from media, league clubs, new players and families.
- **Record Keeping**
  - Maintain records of the club's fixture, social events and fundraising activities.
  - Manage shared databases of players, coaches, members, sponsors and volunteers.
- **Football and Netball Support**
  - Support football & netball depts. with volunteer and canteen rosters and game day roles
  - Ensure all players are registered and eligible to play.
  - Assist with player and coach clearances and transfers.
  - Support PlayHQ functions, including team sheets and game day results.
- **Communication**
  - Provide clear communication to players & families, including game day rosters and volunteer roles.
  - Assist with Social Media postings and information as required.
- **Venue and Logistics Management**
  - Book training and match day venues (via SpacetoCo)
- **Governance**
  - Prepare correspondence to CHFL, CHNL, HSC and clothes as required.
  - Act as "Public Officer" under the Incorporated Associations Act.

**TIME COMMITMENT** 3-10 hours per week or as requested.