



# VOLUNTEER POSITION DESCRIPTIONS

## SECRETARY

### **Responsibilities**

The Secretary is the key administrative officer of the Club and is responsible for the efficient management of the organisation.

### **Duties**

- » Provide an open communication link between Board / Committee, sub-committees, members and other Clubs and Leagues
- » Clear mailbox regularly so that correspondence can be distributed and dealt with at meetings
- » Record all inward and outward correspondence and acknowledge where necessary
- » Have a good working knowledge of meeting procedures
- » Prepare agendas, reports and papers for all Board / Committee meetings
- » Take minutes at all Board / Committee meetings and the AGM
- » Communicate all matters of importance from the League / Region / State to the Board / Committee and Club members
- » Be the link between the local League and the Club on all levels
- » Maintain a sound knowledge of League / Region / State rules and regulations
- » Maintain confidentiality on relevant and delicate matters
- » Have a good understanding of the Club Constitution, Club rules and regulations and responsibilities of all office bearers
- » Be aware of the future directions and plans of Club members
- » Co-operate with and assist the Board / Committee and other officer bearers with their duties and responsibilities
- » Manage the Club's planning process
- » Support and encourage all Club members to respect and support the NRL National Code of Conduct
- » Complete appropriate documentation to ensure insurance coverage is in place
- » Maintain Club administration records – correspondence, financial records, minutes, competition details, staff records etc
- » Support all media, promotion, marketing and sponsorship activities
- » Be aware of the latest MySideline updates and procedures
- » Act as Public Officer for all correspondence in relation to the Department of Fair Trading

### **Notes**

The Secretary is responsible for the Club's brand image and should ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc are protected (where necessary) and their use is in accordance with Club policy.