



Broadmeadow Magic Youth Football Club

Committee Roles

Job Title:

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.
- 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 registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, Newcastle Football 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.
- Maintain sponsorship records.
- Notice to Newcastle Football and relevant stakeholders regarding changes to committee members and key contacts.

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

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.