



# TEA TREE GULLY CITY SOCCER CLUB

## POSITION DESCRIPTION – SECRETARY

**Version 1.0, January 2022**

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is always run according to these core requirements.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

### RESPONSIBILITIES

The Secretary is responsible for the administrative tasks of the club including:

#### Meetings

- In conjunction with the Chairperson, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 1 day prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 2 days of the meeting to relevant people
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
- Assist other committee members as required
- Perform other duties as required by the Committee

#### Communication

- Handle all general club correspondence, responding to any correspondence as required

#### Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws and position descriptions
- Ensure that all position descriptions and club policies and procedures are updated as per schedule

### REQUIREMENTS

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings



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- Undertake the role in good faith and honesty

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

## DESIRABLE ATTRIBUTES

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential

## ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

### Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024