



POSITION DESCRIPTION

Position Title:	Club Secretary	Category:	Board of Management
Job Description			
<p>The Club Secretary is responsible for the efficient management, coordination, communication, and smooth running of all administrative tasks undertaken by the Club.</p> <p>The Club Secretary is a key office bearer and is the key point of contact for all communication and activities that involve the Club Committee, sub-committees, officials, and all members of the Club.</p> <p>In addition, the Club Secretary manages accurate record keeping and the handling of the Club correspondence ensuring the existence of a record of accomplishment of all Club operations and associated decision making processes.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Sound knowledge of sport in general and Rugby League in particular• Well-developed communication skills• Organisational and record keeping skills• Attention to detail• Computer literacy• Ability to delegate tasks and supervise others• Good listener and ability to negotiate successfully with internal/external stakeholders			
Objectives			
<ul style="list-style-type: none">• To ensure the appropriate administrative support is provided to the Club President, General Committee, and sub committees• To maintain effective communication with all key stakeholders – e.g. Members, parents, District Club, and other clubs• To provide a ‘whole of Club’ planning focus to ensure the overall efficient management of club functions• To provide support to the Executive and Committee members to ensure the efficient operation of the Club			
Responsibilities			
<ul style="list-style-type: none">• Liaison for the Parramatta District Junior League and the Club on all levels• Liaise and assist Junior League Executive Officer in regards to various training and education processes of club personnel• Establish a planning calendar for the year• Be the coordinator for the Club’s strategic planning initiatives			

Hills District JRLFC & TA Inc.

POSITION DESCRIPTION

- Prepare and distribute a roster to manage game days for the season
- Provide a coordinating and support role for the Club sub committees
- Formulate the annual operating plan and manage its ongoing administration
- Provide secretarial support to the Committee
- Maintain an accurate copy of the Rules and By-Laws of the Club
- Maintain a complete record of all activities of the Club
- Be familiar with the rules of the Club, District and State body and any other body that has governance to give advice to the President and Committee as required
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club
- Receive and direct all correspondence directed to the Club
- Prepare and send correspondence in accordance with the direction of the President and Committee
- Assist President and Committee to prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Be available on game days to help coordinate and run the day as per roster

Additional Notes

Reviewed By:	Rick Palin	Date:	23 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	24/11/2016 11:30AM
Office Bearer:	Rick Palin	Term:	BOM 2016 Season
Signature:		Date:	