



POSITION DESCRIPTION - SECRETARY

The Secretary is the key administrator for the organisation and provides a link between the executive committee, members and external stakeholders. The Secretary is responsible for the efficient management, coordination, communication and smooth running of all administrative tasks undertaken by the club.

SKILLS AND REQUIREMENTS:- Effective communication; Sound knowledge of Rugby League; Understanding of the sporting and competition requirement at all levels.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.

KEY RESPONSIBILITIES

- All Committee Members must ensure the club complies with all legislation - Association Incorporation; Member protection, welfare and safety; Fund Raising; Food Handling; Liquor Licensing Laws; Office of Fair Trade and National/State/Local Sporting Associations.
- All Committee Members must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- All Committee Members must oversee the financial affairs of the club, ensuring the club stays solvent.
- All Committee Members must ensure the sustainability of the club, both financially and membership.
- All Committee Members must create and manage a risk management plan that minimises risks associated with all club activities.
- All Committee Members must plan, define and deliver the clubs objectives and strategic plan for the future.
- All Committee Members must create club culture, ensuring the sporting, competitive and social needs of members are met.
- All Committee Members create and implement a succession plan for all roles within the club. Collect, protect, maintain and hand over critical club information from one year to the next.
- All Committee Members assist with maintaining, issuing and receiving all club equipment during the season.
- All Committee Members to be available to assist with Club Opening and Closing; Game Days; Club Functions.
- Secretary is the clubs point of contact for key stakeholders including local council and sporting association.
- Secretary provides an open communication link between the Committee, Sub-Committees, members and other clubs and leagues, communicating all matters of importance.
- Secretary issues notices and prepares the agenda for ALL club meetings in partnership with the President.
- Secretary takes meeting minutes, distributes reports and has a working knowledge of meeting procedures.
- Secretary manages and maintains contact database for the organisation and registered player database.
- Secretary manages incoming and outgoing correspondence for the organisation.
- Secretary coordinates and assists with club registrations within the organisation to sporting body.
- Secretary completes paperwork to enter teams in their relevant competitions.
- Secretary completes appropriate documentation to ensure insurance coverage is in place.
- Secretary ensures all players are registered and cleared to play in their nominated teams.
- Secretary clears the PO box regularly so that correspondence can be distributed and dealt with at meetings.
- Secretary maintain confidentiality on relevant and delicate matters.
- Secretary must ensure all grant opportunities are taken and acquittals are done.
- Secretary supports and encourage all club members to respect and support the ARL National Code of Conduct and Code of Safe Play.
- Secretary receives and maintains nominations for the committee for the Annual General Meeting.
- Secretary is responsible for notifying all relevant bodies of new Executive committee after the AGM.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.