



ULVERSTONE SOCCER CLUB

Flora Street Sports Complex

PO Box 118, Ulverstone TAS 7315

ABN: 93 921 535 989

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CLUB POLICY DOCUMENT

Title: Secretary PD

Policy: UPD03

Version: 0.2

Revised: 2018, October 15

SECRETARY

ROLE DESCRIPTION:

The role of the secretary is to support the president in ensuring the smooth functioning of the Committee, particularly in relation to record keeping and correspondence between the club and stake-holders, external bodies, members, sponsors, government bodies and the media.

RESPONSIBILITIES:

- Attend regular committee meetings
- Prepare meeting Agendas in consultation with the President
- Record minutes of all committee meetings, AGMs, General and Special General Meetings
- Distribute copies of all meeting minutes to applicable members within 7 days of each meeting
- Assist the President to make sure all actions items are carried out by required deadlines
- Ensure up-to-date records of all members of the association are kept
- Communicate all information required of incorporated bodies to the government
- Arrange facilities for training, matches and meetings to be booked as required
- Handle all correspondence on behalf of the club
- Assist the President with keeping all policies and position descriptions up-to-date

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated organisational ability
- Excellent written and verbal communication skills
- Experience of working as part of a committee
- Ability to take accurate and detailed minutes of meetings
- Effective interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- An eye for detail
- Passion and enthusiasm to see the club develop and thrive

TIME COMMITMENT:

The role of Secretary requires an estimated commitment of 2-3 hours per week.