

Secretary

General Description

The Secretary is the key administration office for the Club. This person provides the link between the Club's members, its executive committee and all outside agencies. This position may be partly filled by a full time Administration Manager or Club Manager.

Responsible to

The Secretary is directly responsible to the President of the Club, Committee and Club Financial members.

Skills required

Strong organizational skills

Effective communicator – both written and oral

Well informed on all the Clubs activities

Maintain confidentiality on relevant matters

Responsibilities and Duties

Internal and external communication

- Record all inward mail
- Maintain a register of email received by the Club
- On receipt, circulate any correspondence that requires action to the appropriate person
- Prior to all committee meetings, prepare a list of any correspondence requiring action
- Reply promptly to correspondence requiring action
- Reply promptly to correspondence, as directed by the committee
- File all correspondence and replies in the club records

Annual General Meeting

- Send adequate notice of meeting and agenda to all financial members in line with the Club's rules
- Make arrangements including venue, date, times and hospitality for Club meetings
- Collect and collate reports from the Club Officials to be presented at the meetings
- Collect and collate reports from club officials to be presented at the meeting. Ensure copies of all reports including financials, are available to those attending the Annual General Meeting
- Call and receive nominations for committees and other positions for the Club

Meeting Procedures

- Prior to the clubs regular committee meetings circulate requests for agenda items, prepare an agenda and circulate at least 2 days prior to the meeting.
- Accurately record the minutes of the meeting including;
- Naming those present
- Apologies for non attendance
- Note any further absentees
- Following each agenda item, record main points, key issues, decisions made and reports presented
- Motions must be accurately recorded including Proposed by and Seconded by – use a template for Meeting minutes to ensure minutes are formatted correctly for every meeting
- Circulate minutes to committee members and other approved persons/organizations in a timely manner, usually 2/3 working days of meeting
- Follow up actions points with the persons concerned and record
- Where appropriate, reply to correspondence in terms of the committees decisions

General

- Maintain an up to date register of member's names, postal addresses, phone numbers and email addresses or ensure allocated persons are maintaining the database.
- Ensure the Club's details are listed correctly in appropriate directories, e.g. United Soccer 1 Club register, Incorporated Societies Register
- Be available as the first point of contact for United Soccer 1, Waitakere City Council and other external agencies if required
- Manage and process all documentation relating to transfers, registrations and clearances or ensure these are handled by the appropriate person
- Be available to represent the Club at Federation meetings if required and communicate information back to the club committee and members
- Co-ordinate collection and return of all team cards to United Soccer 1 or ensure persons allocated to the role is undertaking within the required timelines
- Maintenance and security of all club records
- Ensure resources, equipment and security are maintained (or liaise with Gear/Asset Manager if appropriate):
 1. Telephone and fax access
 2. Key Register (duplicate keys)
 3. Building procedures
 4. Team equipment lists in conjunction with Gear/Asset manager
- Receive and advise affected team managers of cancellations and transfers, or ensure US! Is advised of relevant contact person for this information
- Support the Club by attending games on a regular basis
- Help the Club remain in good working order through participation on working bees etc...
- Attend to any other matters as allocated by the Club committee

- Be available to Club members to facilitate communication between the members and the Club's committee/executive

Regularly review this Job Description and ensure it remains appropriate. Also ensure the next person taking over the role is prepared and the transfer is completed smoothly with the minimum of disruption.