



## **Club Secretary- Adamstown Rosebud Junior Football Club Job Description**

*The Secretary is the key administrative officer of the Junior Club and is responsible for the efficient management of the Junior Club in conjunction with assisting the President and Vice President in achieving their roles by taking and maintaining minutes for all relevant Club meetings, receive and answer correspondence and shall carry out all secretarial duties as required by the Junior Club.*

### **Responsibility of the Club Secretary :**

To assist the Club President with the management and administrative operation of the club and to provide leadership and support to all its members.

The Club Secretary needs to work closely with the other 3 Executive Members and support each of them.

The Club Secretary achieves this through effective communication and responsible overview. He/She needs to be "Hands On" and be actively involved at all levels.

The Club Secretary should have an understanding of human relationships and attitudes together with reasonable experience in Football associated activities.

The image of a Club is often represented through the Club Secretary and whenever representing the Club, the Club Secretary should aim for the highest levels of efficiency, together with sound ethical and moral standards.

### **Club Secretary Duties:**

1. Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club.
2. Be unbiased and impartial, give clear direction and set an example for others to follow. Look outside the square for the solution that benefits the future of the Club.
3. Be an effective and efficient Executive Member, encourage focused discussion and have a sound knowledge of debating and meeting procedures.

4. Represent ARJFC at a local, district and regional level (when the Club President is unavailable) in a positive and professional manner, actively promoting the Club to the wider community.
5. Keep informed of all Club activities and be aware of about future planning initiatives. Liaise closely with the other Executive Positions as required.
6. Ensure the list of responsibilities delegated to the Club Committee and Executive Office Bearers are communicated and understood.
7. Have a good and clear understanding of ARJFC rules, the Constitution (Model Rules) and the responsibilities of the various office bearers.
8. Ensure the Club rules, constitution and by-laws are respected and observed by everyone involved. Know how to run a meeting (ie. Note taking and Agendas) and be confident that this role can be carried out.
9. Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Adamstown Rosebud Junior Football Club Rules, Regulations and Codes of Conduct, as well as the Rules of Newcastle Football and Northern NSW Football. This includes Child Protection Legislation.
10. Deal with all correspondence and calls relating to the Junior Section of ARJFC.

These calls, correspondence and emails can be from Players, Parents, Sponsors, Suppliers, Other Clubs, Coaches, Managers and Governing Bodies.

The Secretary is authorised to make decisions, based on common sense, so that the smooth day to day operation of the Club is maintained.

11. Plan and ensure that the ARJFC Committee holds regular meetings, as required to effectively run the Club, and take the minutes at those meetings.
12. Ensure (at all times) that the management of the Club remains open, positive, progressive and the objects and aims of the Club are respected and observed.
13. Be prepared to make difficult decisions on behalf of the Club (if necessary) in conjunction with the Club President, or other Executive Members, and insist on all members and parents respecting and abiding by ARJFC's (as well as all governing bodies) discipline provisions.
14. Consult with the Executive Members when necessary, between Committee Meetings, to enable the ongoing day to day operations of the Junior Club.
15. Field Allocations for Training are handled by the Vice President who can ask for assistance from a Committee Member or member of ARJFC. The Secretary will be involved as he/she needs to let the Junior Teams know when/where they will train.
16. Ensure, along with the Club President, that the Annual General Meeting is scheduled for the last Tuesday in February and that the Treasurer has had the Clubs finances audited prior to this Meeting.

After the AGM, check that the Treasurer has submitted the relevant DOFT annual return, signed by the Public Officer, within a month of the AGM date.

17. Attend any Newcastle Football, Newcastle City Council or Northern NSW Football Meetings and take minutes at these meetings.

Meetings relating to Womens Premier League or NET Teams are attended by the WPL/NET Coordinator and/or Club President, who report back at the next Committee Meeting.

18. Club Registrar for Juniors Teams. Ensure that Teams are graded appropriately and submitted to Newcastle Football, within the required time frame. The Treasurer attends to the payment of fees and ensuring all fees are paid in a timely manner.

19. Organise Casual Referees Rosters for SSF Games on Saturday Mornings. Newcastle Football appoints referees for the Inter-district Competition Games and the Secretary arranges for a replacement if Newcastle Football cannot fill the roster.

20. Canteen Rosters in conjunction with the ARJFC Canteen Manager

21. Schedule and Run ARJFC Team Muster Days for Mini-Roos Teams

22. Schedule trials and also appoint suitable Coaches to run trials for ARJFC Inter-district teams (when trials are required).

23. Organise and communicate to Players and Parents ARJFC Working Bees and Training Gear Collection/Return Nights.

24. Liaise with Independent Schools Organisers for various Gala Days run at Adamstown Park. The ARJFC Canteen Manager also needs to be involved.

25. Organise the roster for Committee Members to supervise on Game Days at Adamstown Park. This includes both Saturday and Sunday morning games for Juniors. Saturday morning requires 2 Committee Members and Sunday morning 1 Committee Member to be in attendance to ensure games run smoothly and that there is an "official" from the Club available at all times.

26. Other Clerical and Administrative Duties related to the Junior Club that may arise during the season.

27. Forward any correspondence, emails or calls that relate to WPL or NET Team matters to the WPL/NET Co-ordinator and copy in the Club President and Vice-President whenever possible.