

## Secretary



# South Tweed Community Touch Association Incorporated

## Position Description

**Position Title:** Secretary

**Reports To:** President, Vice President, Treasurer and Registrar

### Role Description

#### A. Primary Purpose of the Role

The key responsibilities of the Secretary are to understand the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, legal and compliance obligations and ensure the Club is run according to these core requirements at all times.

The Secretary is also responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, position descriptions, Committee Meeting Minutes etc). Collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

#### B. Role Responsibilities

- Provide a communication link between Club Members, Executive / General Committee, outside agencies and affiliated sporting bodies
- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met (e.g. Incorporation Certificate and Insurances)
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Handle all general Club correspondence, responding to any correspondence as required
- Clear email addresses regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Two (2) days prior to the Executive / General Committee Meetings, email all Executive / General Committee Members asking for any items to be added to the meeting agenda
- Prepare and circulate the meeting agenda to be considered by the Executive / General Committee
- Present lists and clarify all items of correspondence at Executive / General Committee Meetings that require discussion and identify all main points
- Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all Club Members are invited
- If there are special resolutions to be considered at an Annual General Meeting, ensure the special notification requirements under the Club Rules are met



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## B. Role Responsibilities – continued

- Ensure that all volunteers (including yourself) update their position descriptions and any operating manuals, policies and procedures and they provide the updated version/s to you prior to the Annual General Meeting
- Take the Meeting Minutes and maintain the Minutes book of Executive / General Committee Meetings and the Annual Meeting, ensuring the Minutes of each meeting is signed by the President confirming they are a true and correct reflection of the meeting and circulating them within four (4) days of the meeting to the relevant people
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations, memorandums and Minutes from Board and other meetings
- Cooperate with and assist the Executive / General Committee with their responsibilities. Be the coordinator for the Club's strategic planning initiatives
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Maintain a register of the latest version of all club documentation including but not limited to the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, position descriptions, Sub Committee terms of reference, Coach and Player development plans etc
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc)
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- Update the Club's Facebook page and delete any old users and invite the new users
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

## Secretary

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### Succession Planning

A key responsibility of the Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries (from the General Committee) who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The Secretary provides continual monitoring and support

### Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.