

SECRETARY

The club Secretary plays an important organisation and co-ordination position within the club. The Secretary is there to manage, collect, review, and distribute the clubs information.

Secretaries duties may include but are not limited to:

- Ensure that committee meetings of the club are regularly called and committee members notified.
- Prepare and distribute the agenda for all meetings.
- Prepare true and accurate meeting minutes and promptly distribute them to all committee members.
- Ensure that the club and its physical and notional assets is properly protected for insurance purposes.
- Ensure that the clubs mailbox and emails are regularly monitored and that correspondence is promptly brought to the attention of the relevant club official.
- Give notice of and convene the Club AGM
- Maintaining effective records and administration for the club.
- Provide support to all committee members.
- Establish and maintain a strong working partnership with the local government.
- Organise and coordinate team photos.
- Keep up to date contact details of committee and members.
- Book venues for training and match day competitions.
- Provide effective and efficient communication and correspondence to the club.
- Organise best and fairest vote count.
- Organise end of season windup, trophies, and gifts.