CLUB ADMINISTRATION ROLES

SECRETARY

A club Secretary is responsible for administering the affairs of the club as directed by the Executive or Management Committee, or members as the club rules direct. He/she is the key point of contact for all correspondence to and from their Zone and Northern NSW Football. The Secretary’s role and responsibilities include:

♣Keeping the records of the organisation (other than financial)

♣Dealing with all incoming and outgoing correspondence.

♣Highlighting any correspondence which requires immediate attention.

♣Prompt circulation of all correspondence, both written and electronically.

♣Compiling meeting agenda in consultation with president.

♣Attending all meetings convened in accordance with the rules of the club.

♣Keeping accurate minutes of the meeting and organising distribution to committee Members.

♣Recording motions and amendments of the meetings.

♣Listing people responsible for implementing action.

♣Maintaining a correspondence list.

♣Maintaining a register of Members, if the organisation is incorporated.

♣Keeping copies of all current information about the Club/Zone

e.g. fixtures, social functions, contact

lists (Local Governments, Sport and Recreation, Parent Body).

♣Making sure all records of the organisation are kept in order and up to date.

♣Ensuring the Club complies with all legal obligations.

♣Being fully aware of the rules of the organisation.

♣Forwarding any changes to the Constitution to the Office of Fair Trading.

♣Reporting to the committee on any unfulfilled resolutions

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