

# **SECRETARY**

The Secretary is the chief administration officer of the JRL club. This person provides the coordinating link between members, the management committee and other stakeholders.

## **Responsible to**

The Secretary is directly responsible to the President and the club members.

## **Responsibilities and Duties**

The Secretary should:

- Prepare the agenda for club meeting in consultation with the Chairperson
- Make arrangement including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly including forwarding invoices to Treasurer
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies
- Liaise with RLGC regarding all committee, coaches (accreditation), officials, players, transfers and complete all required RLGC paperwork
- Keep up to date with Insurance Policy
- Prepare Newsletters
- Communicates with members including managing complaints and other issues that arise
- Manage the bookings and hire of the clubhouse and grounds
- Maintain a register of volunteers who need/hold a Blue Card, RSA, League safe Certificates, Coaching Certificates

## **Knowledge and Skills Required**

Ideally the Secretary is someone who:

- Can communicate effectively
- Can maintain confidentiality on relevant matters
- High level of administrative skills including accurate computer skills
- Demonstrates attention to detail and the importance of accurate records management
- Has a good working knowledge of the constitution
- Is well organised and can delegate tasks (when required)
- Has the ability to liaise with RLGC and other stakeholders

## **Time Commitment Required**

The estimated time commitment required for a Secretary is 30 hours per week.

The Secretary is appointed for a 12 month term.