

Goulburn Rugby Union Football Club

Job Description



SECRETARY

The Secretary is the chief administration officer of the Club. This person provides the coordinating link between members, the management committee and outside agencies.

RESPONSIBILITIES

- Prepare the agenda for Club/group meetings in consultation with the Chairperson
- Make arrangements 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/group AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Keep a record of Motions and By Laws.
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain files of legal documents such as constitutions, leases and titles
- Represent your Club/group at meetings as required; communicate information between your State Union and the Club and its members
- Disseminate by email, website, notice and/or newsletter, any information from within the Club and outside the Club, pertinent to all members

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Secretary is someone who:

- Can work well with the president and the committee as a whole
- Is good at time management and completing tasks in a prompt manner
- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has good knowledge of computer-based communication systems

SUB-COMMITTEE INVOLVEMENT

- Fundraising & Events
- Merchandise & Canteen
- Publicity & Marketing