



SECRETARY JOB DESCRIPTION

Responsibilities:

The Secretary is the key administrative officer of the club and is responsible for the efficient management of the organization.

Duties:

- Provide an open communication link between the Committee, sub-committees, members and other clubs and leagues.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Prepare agendas, reports and papers for all Committee meetings.
- Take minutes at all Committee meetings and at the AGM.
- Communicate all matters of importance from the league/region/state to the Committee and club members.
- Be the link between the local league and the club on all levels.
- Maintain a sound knowledge of league/region/state rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good working knowledge of meeting procedures.
- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.
- Be aware of the future directions and plans of club members.
- Co-operate with and assist the Committee and other office bearers with their duties and responsibilities.
- Manage the club's strategic planning process.
- Support and encourage all club members to respect and support the ARL National Code of Conduct.
- Complete appropriate documentation to ensure insurance coverage is in place.
- Maintain club administration records - correspondence, financial records, minutes, competition details, staff records etc.
- Support all media, promotion, marketing and sponsorship activities.

Notes:

The Secretary is responsible for the club's brand image and should ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc are protected (where necessary) and their use is in accordance with club policy.