

## Corryong Football Netball Club Inc. Human Resource Management – Executive



### Position Title

Secretary 2 – League Delegate

### Position Description (what the position involves)

**Secretary 2 – League Delegate** acts as a liaison between AFL NE Border and the Club. He/She ensures that all official processes for football and netball are being followed, working closely with Vice Presidents (Netball and Football), Football and netball sub committee's and Team Managers.

☒ Volunteer    ☐ Permanent    ☐ Part-time    ☐ Casual    ☐ Contract

### Responsible To

**Secretary 2 – League Delegate** is directly responsible to the Executive and General Committee and the football and netball players of the Corryong Football Netball Club.

### Key Responsibilities and Duties

- Liaise with Membership Officer to make sure that all registrations have been paid.
- Fill out VN registration form (netball) to post to AFL NE Border and arrange with Treasure for payment to be sent.
- Input online clearances for football players and file clearance paper work.
- Make sure that current football players have been added to the 2015 online page so they can be selected to play.
- Oversee that Netball sub-committee and Football sub-committee are imputing game day data correctly (assist when needed), collect envelope and post to AFL NE Border.
- Arrange player permits, clearances, appeals for tribunal.
- Liaise with the Leagues Operations Officer of the Upper Murray Football Netball League.
- During finals, make sure Club roster for finals duties have been filled and emailed to members.
- Correspond all Club concerns to League President and AFL NE Border Operations Manager.
- Attend UMFNL meetings.

### Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well informed of all football and netball activities.
- Is well organised.
- Has good knowledge of the online administration for both football (Sporting Pulse) and netball (My Netball)
- Has a good working knowledge of the UMFNL By-Laws for both football and netball.
- Can maintain confidentiality on relevant matters.
- Be prepared to adhere to Administrators Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

## Option 6

### **Availability**

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:

- Weekend competition days (in particular home games and finals if applicable)
- Club functions
- Monthly Committee meetings
- Upper Murray Football Netball League meetings