

Corryong Football Netball Club Inc. Human Resource Management – Executive



Position Title

Secretary 1 – Internal Club

Position Description (what the position involves)

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

Responsible To

Secretary 1 is directly responsible to the Executive and General Committee and the members of the Corryong Football Netball Club.

Key Responsibilities and Duties

- Prepare the agenda for Club meetings in consultation with the Chairperson (**President**).
- Make arrangements including venue, date, times for Club meetings.
- Send adequate notice to Executive and General committee members of the monthly meeting.
- Collect and collate reports from Executive and General committee office bearers..
- Keep accurate minutes of meetings and distribute to all committee members prior to the next meeting and also at the meeting.
- Collate and arrange for the printing of the annual report for AGM.
- Read, reply and file correspondence promptly.
- Keep records of all inward and outward correspondence.
- Maintain register of Life Members.
- Maintain register of Sponsors (Coterie, Lucifer, Red Hot Demon, cattle and major signage)
- Maintain register of Club members; supporters, and football and netball players. (This will be firstly collated the **Membership Officer** and **Treasurer**)
- Maintain files of legal documents such as Club constitutions, insurance, leases and titles.
- Act as the public officer of the Club liaising with members of the public, affiliated bodies and government agencies related to internal club affairs.
- Communicate information between Club and members, such as important dates, events etcetera via email and make sure these appear in Corryong Courier (where applicable) and on Facebook and Club website.
- Write and print a fortnightly Home Game Gate Critic (7 for Season 2015) which outlines player names and numbers, sponsors, social functions, fundraisers, canteen and gate roster, netball scoring and umpire roster, photos etcetera.
- Writes, prints and posts/emails/Facebook Club Newsletter. (Can include similar ideas as critic).
- Liaise with the President and other committee members when required.
- Count votes with **Vice Presidents (Netball and Football)** and keep these private.
- Order club trophies for Presentation night from Ron Hoban's Sports Store. Check with donors that they still wish to donate trophies.
- A signatory of cheques with the **Treasurer** and authorise payments.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well informed of all organisational activities.
- Is well organised and can delegate tasks.
- Has a good working knowledge of the Club constitution.
- Can maintain confidentiality on relevant matters.
- Be prepared to adhere to Administrators Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions
 - Some weekend competition days (15 games, 7 of which are away, and finals if applicable)
 - Club functions
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings