



# SECRETARY (Correspondence)

## INTRODUCTION

The Secretary (correspondence) is responsible for collating incoming and outgoing mail and directing it to club members and external stakeholders, primarily via email.

## WOULD SUIT SOMEONE WHO

- Has a the interests of football front of mind
- Works in office administration
- Is highly organised and can keep track of multiple chains of correspondence
- Is not available to play a neutral role on weekends at matches

## RESPONSIBILITIES

- Maintain an accurate copy of the rules and by-laws of the association
- Be familiar with the rules of AFL Darling Downs, AFL Queensland and any other body that has governance, providing advice to the President and Committee as required
- Publish minutes of league meetings and directives from executive meetings as supplied by Secretary (minutes) and distribute in a timely manner
- Receive all correspondence directed to the association, via email & post
- Send all correspondence in accordance with the direction of the President and committee
- Respond to all correspondence in a timely manner
- Provide all information to the Administration Officer as required

## KEY RELATIONSHIPS

- **Reportable To: President**
- Club delegates
- AFL Queensland staff

## TIME COMMITMENT REQUIRED

- Responding to emails and queries will vary, but requires up to 4 hours per week
- Attendance at as many club & league functions as possible is required

## TRAINING/RESOURCES REQUIRED

- Knowledge of the local football landscape
- Access to the league email addresses will be provided