



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 2013

Title: Secretary

Incumbent: Vince Cali

Description:

To manage and oversee the administration department ensuring the smooth running of all disciplines involved with and issues relating to the 'off field' performance of the club.

To ensure that the administration department is run in a professional manner that will ensure the club's immediate and long term 'off field' success.

To ensure the smooth operation of 'on field' game day requirements which will ensure the club's immediate and long term 'on field' success.

Responsibilities:

- Take and distribute minutes of all committee meetings
- Handle all in coming and outgoing correspondence to and from the club
- Check and maintain the club's post office box.
- Maintain a record of all documentation both incoming and outgoing
- Distribute all relevant information via print/copy/fax/email to relevant departments
- Ensure all departments are fully informed of upcoming events and requirements
- Ensure that all required EFL statutes/requirements are adhered to
- Ensure that there is a club representative at all EFL functions and meetings
- Production of the club's annual report
- Create and participate in creating forward planning strategies for the 'off field' development of the club

Key Criteria:

- Timely distribution of all material/correspondence
- Effective liaison with EFL
- Ensure timely release of the club's annual report
- Production of club calendar of events
- Create and maintain up to date club contact list

Internal/External Relationships:

- All committee personnel
- Players, coaches and ancillary football staff
- Club members
- EFL

Signed:

Date: