



## WESTON MOLONGLO FOOTBALL CLUB

### Secretary

The primary objective of the Secretary is to support the club with administrative and regulatory duties

- Take and archive minutes of executive committee meetings and actions
- Maintain and ensure WMFC is adhering to ACT Government regulatory requirements for associations
- Prepare Annual and Special general meetings
- Be club contact for external parties

#### Responsibilities:

- Attend executive committee meetings
- Store and maintain club documents

#### Relationships:

- Reports to the President and Executive Committee.

#### Reporting and expectations:

- The Secretary reports to the Executive Committee at meetings.

#### Relevant skills

- Can communicate effectively.
- Is positive, enthusiastic and creative.
- Good organisational skills.