

GOULBURN TOUCH ASSOCIATION



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Carr-Confoy Oval, Goulburn

Position Description – Secretary

Job Purpose	<ul style="list-style-type: none"> The Secretary is the key administrative officer of the club and is responsible for the efficient management of the Club.
Job Responsibilities	<p>Primary responsibilities for the role of the Secretary include:</p> <ul style="list-style-type: none"> Provide an open communication link between the Committee, sub-Committees, members, NSWTA and other Clubs Record all inward and outward correspondence and acknowledge where necessary Prepare agendas, reports, papers and minutes for all executive, special, committee and annual general meetings Coordinate ground hire provisions for all training and game days throughout the season Communicate all matters of importance from the NSWTA to the Committee and Club members – this may also be in conjunction and collaboration with other Committee members Be the link between the NSWTA and the Club at all levels – this may also be in conjunction and collaboration with the Coaching Director, Junior Director and Referees Director Have a sound understanding of the NSWTA, TFA Code of Conduct, rules, policies and guidelines Have a good understanding of the Club's Constitution, any By-Laws (as applicable), objectives and aims, rules, policies and guidelines Have a good understanding of the responsibilities and duties of all office bearers and sub- committees Support and encourage all Club members to respect and abide by the Club's, the NSWTA's and the TFA's Code of Conduct, rules, policies and guidelines Maintain confidentiality on relevant and delicate matters Have a good working knowledge of meeting procedures As required, cooperate with and assist the Committee and other office bearers with their duties and responsibilities In conjunction with the Coaching Director, organise the annual orientation training for Team Managers and Coaches With the President, manage the Club's strategic planning process Ensure that the appropriate documentation is completed to ensure that the Club is covered by insurance and Association of Incorporation is validated each year Maintain club records, including but not limited to: all correspondence, financial records (with the Treasurer, Minutes, competition details etc Support all media, promotion, marketing and sponsorship activities Maintain a register of all Sponsors and Club, Life or Foundation members Perform any other duties as required by the Committee
People Management	Yes – required to support the Leadership Team
Budget Management	No
Reports To	Executive Committee

Note:

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in a secretarial or leadership role in a not-for-profit, volunteer based organisation is preferable.
Knowledge and Skills	<p>Ideally the Secretary is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively • Is well organised and can delegate tasks • Can maintain confidentiality on relevant matters • Has a good working knowledge of the Constitution.