



Job Description

POSITION DETAILS

Title:	Secretary
Year Revised	2016

PRIMARY PURPOSE

- To ensure that appropriate administrative support is provided to the Executive Committee.
- To manage the administrative function of the club.
- St Johns representative to the Junior League and external governing bodies.
- Link between St Johns community and the Executive Committee
- To provide support to the Executive members to ensure the efficient operation of the Club.

KEY RESULT AREAS

- Establish a planning calendar for the year and manage its ongoing administration.
- Provide a coordinating and support role for Club sub committees.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Manage the registration process and ensure all players, coaches and managers are eligible
- Provide support for all ongoing registration issues for the club
- Be familiar with the rules of the Club, Junior League, NRL and any other body that has governance to give advice to the Executive Committee.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Maintain relationships with Council, Junior League and other clubs
- Prepare and send correspondence in accordance with the direction of the Executive Committee.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake related tasks at the request of the Executive Committee.

EQUIPMENT OPERATED, TECHNOLOGY USED And REQUIRED RESOURCES

- Club Phone
- All relevant databases
- Contact lists
- Po Box access



Job Description

Guide to St Johns Excellence

DEDICATION

An enthusiastic willingness to accept; even look forward to, the long hours of preparation necessary for excellence.

DESIRE

Maintaining a constant ever burning fire to excel, both mentally and physically in the long hours required.

DISCIPLINE

Possessing the inner strength to commit oneself to the rules and regulations needed to achieve excellence.

PRIDE

The consciousness of what is befitting any person or body of persons with exhibition of quality in attitude, bearing and conduct.

TRADITION

The handing down of beliefs, rules and customs from one generation to the next. A method of procedure almost having the same force as the law.

AUTHORISATION

I hereby confirm that:

- I have read this job description
- I understand the role for which I am applying for
- I have read St Johns Constitution

Name:

Signature:

Date: