



## ORANGE THUNDER TOUCH FOOTBALL

### Secretary

#### Responsibility

- The Secretary is the key administrative officer of the club and is responsible for the efficient management of the club.

#### Duties

- Provide an open communication link between the club, committee, any sub-committees, members, Hornets Touch Football, NSWTA, TFA 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.
- In conjunction with Competition Administrator and Representative Director, coordinate ground hire provisions for all training and games throughout the year.
- Communicate all matters of importance from Hornets Touch Football, NSWTA and TFA to the committee and members – this may also be in conjunction and collaboration with other committee members.
- Be the link between Hornets Touch Football, NSWTA, TFA and the club at all levels – this may also be in conjunction and collaboration with other committee members.
- Have a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.
- Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.
- Maintain strict confidentiality on relevant and delicate matters.
- Have a good working knowledge of meeting procedures.
- In conjunction with the President and Vice 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 that association of incorporation is validated each year.
- Maintain club records, including but not limited to – all correspondence, financial records, meeting minutes.
- Support all media, promotion, marketing and sponsorship activities – this may also be in conjunction and collaboration with other committee members.
- Maintain a register of all club sponsors and life members, as well the club honour board.

- Attend and preside at all executive, special, committee and annual general meetings.
- Perform any other duties as required by the committee.