



## **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 WSW Suns 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 WSW Suns 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.

### **End of Year Handover**

*Updating Key Documents:* At the end of each year a key activity of the Secretary is to review and revise their Position Description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

*Induction of the Incoming Secretary :* An important responsibility of outgoing Secretary is to train, mentor and support the incoming Secretary.

**Term of Appointment:** One year term

**Honorarium: \$1 500 per annum**