



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	Secretary	Category:	Executive Committee
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<p>The Secretary provides the coordinating link between members, the Executive committee and other stakeholders.</p> <p>The Secretary should have effective communication skills, be well organised and can delegate tasks, can maintain confidentiality on relevant matters, have a sound knowledge of Rugby League, has a good working knowledge of the constitution, understanding of the sporting and competition requirement at all levels.</p> <p>Has the ability to liaise with the Executive Committee, General Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.</p>			
Responsible To			
<p>The secretary is directly responsible to the President and the club members.</p>			
Responsibilities and Duties			
<ul style="list-style-type: none"> • Secretary issues notices and prepares the agenda for ALL club meetings in partnership with the President • Make arrangements including venue, date, times and hospitality for club meetings • Send adequate notice of the meetings • Collect and collate reports from office bearers • Call for and receive nominations for committees and other positions for the club • Secretary takes meeting minutes, distributes reports and has a working knowledge of meeting procedures • Write up the minutes as soon as possible after the meeting • Secretary manages incoming and outgoing correspondence for the organisation. Read, reply and file correspondence promptly • Collate and arrange for the printing of the annual report • Maintain registers of members' names and addresses, life members and sponsors • Maintain files of legal documents such as constitutions, leases and titles • Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies. • Liaise with RLGC regarding all committee, coaches (accreditation), officials, players, transfers and complete all required RLGC paperwork • Keep up to date with Insurance Policy 			

- Communicates on a regular basis with the clubs administration person
- Secretary is the clubs point of contact for key stakeholders including local council and sporting association
- Secretary provides an open communication link between the Committee, Sub-Committees, members and other clubs and leagues, communicating all matters of importance
- Secretary manages and maintains contact database for the organisation and registered player database
- Secretary completes paperwork to enter teams in their relevant competitions.
- Secretary completes appropriate documentation to ensure insurance coverage is in place.
- Secretary maintains confidentiality on relevant and delicate matters
- Secretary supports and encourage all club members to respect and support the ARL National Code of Conduct and Code of Safe Play.
- Secretary receives and maintains nominations for the committee for the Annual General Meeting.
- Secretary is responsible for notifying all relevant bodies of new Executive committee after the AGM.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual
- Be available for member enquiries on training days
- Be available to attend home games and assist with running these days
- Be proactive and help in areas around the club on all club required days

Time Commitment Required & Period of Appointment

The estimated time commitment required as the Secretary is 15 hours per week. Hours will vary and can be more pending on home rounds and busy periods of the season.

The Secretary is appointed for a 2 year period.