COMMUNITY CLUB SECRETARY

The Club Secretary plays a crucial role in maintaining the organisation and efficiency of the club's operations, enabling effective communication and decision-making among its members and leadership. . The Secretary is frequently the first point of contact - you will often provide the links between members, players, club executive, committee and outside stakeholders

Responsible to

A Club Secretary is directly responsible to the Club President and the members of the club, as well as maintaining the integrity of the club's operations as outlined by its governing documents

Responsibilities

The Secretary should:

- Serve as the primary point of contact for club communications
- Ensure the clubs is run according to its core requirements at all times. These include: club rules, by-laws, policies & procedures, legal and compliance obligations
- Ensure strong and consistent communication between the club and its members, the management committee and external stakeholders
- Be well informed of all club activities, especially those of all sub-committees
- Handling the club's administrative tasks, such as maintaining official documents, overseeing the club's calendar, and ensuring compliance with the NRL and QRL Rules, club bylaws and regulations.
- Managing, collecting, reviewing and circulating the clubs information and knowledge
- Act as the Public Officer of the club liaising with members of the public, affiliated bodies and government agencies •

Ensure that the Member Protection and Child Safeguarding policies are adhered to

- Inspire and motivate others to actively participate and contribute to the club's success
- Oversee the clubs communication strategy - including website, newsletter, and social media platforms •

Ensure that all the club and participant insurance requirements are met

- Evaluate your clubs succession plan

Initial Duties

- Liaise with the President and the Treasurer to ensure that the bank account signatories are changed as required •

Update committee/roles in Tidy HQ

- Complete the following online courses:
  - Secretary Induction
  - Child Safety – Patrons Of The Game
  - Complaints Handling In Sport

Governance & Knowledge

- Have a good working knowledge of the constitution, rules and by-laws, policies and procedures and club values •

Have an understanding of other roles within the club and sub-committees

- Maintain the clubs conflict of interest register
- Ensure that key governance documents are up to date and followed by everyone in the club •

Ensure compliance and legislative obligations are met

- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures

Meetings & Communication

- Serve as the primary point of contact for club communications
- A large part of the Secretary role is date driven, meaning you must be able to work with and meet deadlines •

Facilitating the key meetings of the club, including committee meetings and the Annual General Meeting

- The secretary should arrange the meeting place and admission to the meeting, prepare an agenda, record minutes and keep the chairperson informed of any matter which may assist or invalidate proceedings
  - don't let decisions pass without linking them to a person

Estimated Time Commitment Required

The estimated time commitment as the Club Secretary is 10-15 hours per week.

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.