

PROCEDURE OUFC- PD 003

Club Secretary

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Secretary of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD President 001
OUFC 002 Executive Committee
OUFC PD Registrar 006
OUFC PD Equipment Officer 009

4 RESPONSIBILITY

Secretary	To support the President in their responsibility of ensuring that the Club has clearly established goals, objectives and strategies for achieving them; that they are appropriate in the circumstances and that they are understood by all the Committee. Other appropriate duties as requested by the President
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5 DEFINITIONS

Club: - Ourimbah United Football club
Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have an understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stakeholders. Strive to continually improve communications processes within the Club.
- 3) Demonstrate an understanding of Company Secretary Management responsibilities and accountabilities.
- 4) Maintain high ethical and moral standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stakeholders.
- 5) Support and assist the President in carrying out their duties.
- 6) In the absence of the President and the Vice-President shall take the Chair and officiate as President.
- 7) Duties will include but not limited to:-
 - * Attend to the general administrative business of the Club.
 - * Attend to any correspondence associated to the Club and table it at the next meeting.
 - * Undertake any duties necessary in the performance of the above functions of the Club;
 - * Record and or manage minutes of all Committee and Sub Committee meetings and table or provide a copy of the same at the following meeting.
 - * Manage a record of all financial members of the Club.
 - * Manage the record of attendance of all meetings.
 - * Manage the key register of all building and ground keys and the Club officer whom they are issued to.
 - * Liaise with the fixtures officer and the CCF regarding team forfeit advises.
 - * Manage the record of all injuries to registered players and team officials.
 - * Manage the asset register of the Club in conjunction with the Equipment Officer.
 - * Maintain a historical record of players registered with the Club, and of life members.
- 7) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 8) Shall encourage all members of the Committee /s perform their duties in accordance with the constitution, their position descriptions and the Clubs policy and procedures.

- 9) Encourage all members of the Club observe the code of conduct.
- 10) Where possible, attend all official functions and major events of the Club.
- 11) The Secretary shall, as soon as practicable after being elected, provide to the Club their address and contact details.

7 ACCOUNTABILITIES

The Secretary is accountable to the Executive Committee and the members for the actioning of their duties and their professional conduct. This position reports to the President.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original