



SECRETARY

Goal Statement:

The Secretary oversees the effective and efficient delivery of the administrative systems within the club to ensure optimal enjoyment and success for its members.

Objectives:

- Ensure that administrative systems are adhered by throughout the Club
- Provide a “whole of club” planning focus to ensure the overall efficient management of club functions
- Provide administrative support to the President of the Club
- Provide administrative support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Establish a calendar of meetings for the year
- Prepare an agenda for all committee and general meetings and distribute to the relevant members 24 hours prior to each meeting
- Prepare minutes of all committee and general meetings of the Club and distribute them within 5 working days of the meeting held in accordance with the Rule of the Club
- Prepare and send correspondence in accordance with the direction of the President and Committee
- Receive all correspondence directed to the Club and distribute to the appropriate committee member
- Maintain an up to date player database
- Ensure all players (new and existing) complete all registration requirements, including transfers where applicable as required by the VFL and NFNL by-laws
- Liaise with all team managers within the Club to ensure the registration and online database systems and procedures are communicated and understood
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote club values throughout the Club as a whole
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify opportunities to further grow DCWFC and its members into the future
- Prepare a comprehensive report on all activities of the Club for presentation to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, Nillumbik Council and Plenty Cricket Club
- This position will liaise with and have regular communication with coaches, football operations, managers, committee members, general members, parents, players and volunteers

Qualifications:

- Working With Children’s Check

Accountability:

- The Secretary is accountable to the Club President and general committee

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____