

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Secretary
Reports to: President and Executive Committee

1	Basic Functions
a)	To assist the Club Executive with all relevant administrative correspondence, record management and communications.
b)	To liaise with the current League.
c)	Convene club meetings including preparation of agenda and circulation of committee reports. Accurately record all minutes of meetings held by the Club Committee and distribute to all relevant parties in a timely manner.
d)	To co-ordinate end of season vote count. Recording all award winners and organisation of trophies and certificates at seasons end.
e)	Compliance and accountability with Club policies.

2	Specific Responsibilities
Prior, during and post season duties of the Secretary may include but are not limited to:	
a)	To ensure all correspondence is distributed to all relevant Committee Members in a timely fashion.
b)	To receive and reply to all correspondence on behalf of the Berwick Junior Football Club.
c)	To receive and reply to all correspondence from current League.
d)	Receive and record coaching applications for distribution to VP Football
e)	To ensure all club records are maintained and up to date. i.e. Members, Games Played, etc
f)	Co-ordinate all committee members and officials on Competition Management System prior to season start. Ensuring all officials have provided their current WWC prior to season start.
g)	Preparation of AGM Pack at end of season by coordinating committee and officials reports and preparing booklet.
h)	To record any nominations for committee positions prior to AGM.
i)	To be the club complaints officer and escalate in a timely manner.

3	Desired Attributes / Experience
a)	Must have experience with administrative skills including some office skills. ie. Microsoft Office
b)	Must be highly organised and can communicate with all levels.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position:	Secretary	Witnessed by:	Position:	President
Name:	_____	Name:	_____	
Signed:	_____	Signed:	_____	