



## **C1 – Role Description – Secretary**

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

### **General Purpose of Role**

To ensure that appropriate administration support is provided to the President, Club Officials and the General committee of the club

### **Key Specifics of Role**

- Establish a meeting schedule for general and executive committee for the current year
- Attend all club meetings and advise all potential attendees
- Prior to each meeting, call for agenda items and then prepare and issue an agenda to all attendees
- Prepare detailed minutes of all committee and general meetings of the club and distribute the minutes in a timely manner
- Receive all correspondence directed to the Club
- Prepare and send correspondence in accordance with the direction of the President and Committee
- Maintain a contact list of all Club Officials
- Contact local newspaper to organise an add for upcoming registration
- Notify members of AGM
- Notify local newspaper of upcoming AGM (4 weeks prior)
- Assist other committee members in their duties as required

### **Additional Responsibilities**

- Assigned a Australian Post box key