



**Secretary
Forrestfield Football Club**

Title	Secretary
Division	Executive Committee
Reports To	President
Salary Details	Nil - Volunteer Position within club

The Role

To ensure that appropriate administrative support is provided to the President, Executive Committee and General Committee at the Forrestfield Football Club (FFC). To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions; To manage business considered by the Club Committee; and to provide support to the Executive and Committee members to ensure the efficient operation of the Club

Direct Relationships:

- Social Media & Communications Coordinator
- Volunteer Coordinator
- Incident Officer
- Covid 19 & Risk Management Officer
- Grants Officer
- School Liaison & Partnership Officer
- Events Coordinator

Responsibilities	<ol style="list-style-type: none"> 1. Establish a meeting schedule and planning calendar for General and Executive Committees for the current year 2. Provide secretarial support to the committee, including preparing agendas in consultation with the President. 3. Collect and collate reports from committee members 4. Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club’s Constitution and file appropriately. 5. Prepare a comprehensive report of all activities of the club for presentation to members at the AGM 6. Maintain an accurate copy of the Rules, By-Laws and Constitution of the FFC 7. Be familiar with the roles of the Club, WAFC, PFL, Council and any other body that has governance. Give advice to the President and committee as required 8. Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members
-------------------------	--

	<ul style="list-style-type: none"> 9. Maintain registers of members' details plus life members and sponsors 10. Ensure all licenses, leases & polices required by the club are current 11. Coordinate team reports for club newsletter, email 12. Notice to WAFC and PFL and relevant stakeholders regarding changes to committee members and key contacts 13. Participate with the Executive Committee to create and maintain the club's overall vision, strategic goals and values. 14. Lead, contribute and guide a positive behavioural culture within the FFC 15. Assist President with stakeholder relationships as required 16. Assist other Committee members in their duties as required 17. Assist Executive Committee with FFC operational requirements
Hours	<ul style="list-style-type: none"> 1. Approx 5-10 hours per week
Availability	<ul style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Attend Junior Games when required 4. Attend Seniors Games when required 5. Attend all major club events 6. Attend external events when required 7. Attend WAFC and PFL meetings when required
Desirable Skillsets / Qualifications	<ul style="list-style-type: none"> 1. Well developed communication and computer skills 2. Well developed written skills 3. Be able to present to parents / participants / stakeholders 4. Well-developed organisational skills