



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Secretary (Executive Position)

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee.
- 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.
- To provide support to the executive and committee members to ensure the efficient operation of the club.
- To manage the clubs’ physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time
- To establish and maintain a strong and healthy working partnership with local government.
- To ensure clubrooms and oval remain at the highest possible standard at all times

Responsibilities

- Establish a planning/event calendar for the year.
- Provide secretarial support to the committee.
- Maintain a complete record of all activities of the club.
- Prepare minutes of all committee and general meetings of the club and distribute as appropriate.
- Receive all correspondence directed to the club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Manage the maintenance of all facilities at club.
- Organize any repairs to the facilities.
- Coordinate the handover of the facility at the end of each season in line with council requirements.
- To keep an accurate and up to date key register of all persons associated with the club, including key numbers and access points.
- Plan continuous upgrading of facilities.
- Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding.



P.O. Box 267, Endeavour Hills VIC 3802
<http://www.endeavourhillsjfc.com.au/>
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- To be the club contact for all council dealings.
- To apply for and manage any federal/state/local government grants that may arise from time to time where the club qualifies.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committees.
- Liaise with Council Recreation Officer & Manager
- Liaise with Council Parks & Gardens Manager
- Liaise with local Councilor
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Accountability

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly committee meetings.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.



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