

JOB DESCRIPTION – SECRETARY

The Secretary is the chief administration officer of Matamata Swifts AFC. This person provides the coordinating link between members, the management committee and outside agencies.

Responsible To

The Secretary is elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and is directly responsible to the President and the members of Matamata Swifts AFC.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the President.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
- With the Federation - process transfer applications; enter teams in competitions; represent the club at Federation meetings; obtain Federation sanction for club events; communicate information between the Federation and club members, such as event deadlines.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Period of Appointment

The Secretary is appointed for a term of one year.