



Position Description – Secretary

Melbourne University Futsal Club

1. Position Title

Secretary

2. Objective

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

3. Responsibilities

- Establish a meeting schedule for Club committee members for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from Club committee members.
- Prepare minutes of all committee and Annual/Special General Meetings of the club, distribute them in accordance with the club's Constitution and file in the clubs meeting register.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of Policies and Procedures of the club in accordance with the Club Framework.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, Football Victoria, Melbourne University Sport and any other body that has governance. Advise the President and committee as required.
- Receive all correspondence directed to the Club, inform the President, react, follow up and distribute to appropriate members.
- Ensure all licenses and qualifications required by the club are current.
- Coordinate team and general reports for distribution via the club newsletter.
- Act as the Public Officer of the club
- Complete annual statements as required by the Incorporations Act.
- Notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.

4. Relationships

- Reports to the club's members (as per all office bearers). In practice, they work under the President's guidance to fulfil financial responsibilities.



- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Football Victoria, Melbourne University Sport and other external stakeholders.

5. Accountability

- The Secretary is accountable to the President and Club Members.

6. Skill

6.1. Essential Skills

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

6.2. Desirable Skills

- Minute-taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.