



Canning City Soccer Club

Position Description – Club Secretary

The Role	Is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee. The Secretary should be a good communicator, maintain confidentiality on relevant matters. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.
Communication	All emails are sent and received using the Club's Gmail account; Username ccscsecretary@gmail.com
Responsibilities	<p>Promote the Club's Values.</p> <p>Maintain records of the Committee and ensure effective management of Club's records.</p> <p>Manage Minutes of Committee meetings, and ensuring the minutes are distributed to members shortly after each meeting and no later than 7 days.</p> <p>Development of the agenda in consultation with other Committee members and distribution prior to the meeting.</p> <p>Is sufficiently familiar with all current Club documents to note applicability during meetings.</p> <p>Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements (refer to Department of Sport and Recreation Requirements).</p> <p>Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained</p> <p>Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records</p> <p>The Secretary ensures that official records are maintained of members of the Club and Committee. They ensure these records are available when required for reports, elections, referenda, other votes, etc.</p> <p>Provide an up-to-date copy of the Constitution and bylaws at all meetings.</p> <p>Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws</p> <p>Manage the general correspondence of the Committee except for such correspondence assigned to others</p> <p>Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders</p> <p>Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards</p> <p>Receive and file relevant Police Check records or Working with Children documentation.</p>