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Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



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GROUP

## POSITION DESCRIPTION – Club Secretary

<b>Organisation:</b>	
<b>Job Title:</b>	Secretary of <i>(Club name)</i>
<b>Position Type:</b>	Voluntary/Paid
<b>Reports to:</b>	Committee members of <i>(Club name)</i> President of <i>(Club name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 10 hours per week</i>

### POSITION DETAILS

#### Purpose

To provide a coordinating link between members, the committee and other organisations

#### Knowledge/Skills

- Good communication skills with a friendly and caring attitude
- Keeps well informed of Club activities and aware of the future direction of the Club
- Understanding of the Club's Policies, Procedures, Constitution, and By-Laws or a general understanding of Governance and these types of documents
- Can maintain confidentiality on relevant matters
- Capable of using Microsoft Word and Excel
- Training in PlayHQ is desired

#### Typical time commitment

- *Approximately 10 hours per week throughout the year*
- *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required*

#### Responsibilities and Duties

- Organise Club meetings, including sending notice, writing minutes, and completing necessary paperwork
- Maintain a register of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, bylaws, leases and titles, as well as meeting minutes and agendas

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- Act as the public officer of your Club, liaising with members of the public, affiliated bodies, government agencies and media
- Communicate information between Club and members, such as registration dates, competition information, important dates, events etc.
- Policy development and implementation

#### Member Protection

- You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18)*)
- If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate

#### ADDITIONAL INFORMATION

##### Volunteering in this position gives you the opportunity to:

- Work as part of team dedicated to the growth and development of (*Association name*)
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of (*Association name*)
- Use one's skills in a positive and engaging way
- Develop a greater understanding of sports management structures

For further information regarding this position please contact (*Association name*) (*Association contact details*)

*This position description is intended as an example/template only. It is the expectation of Netball WA that each Club/Club customise the content to suit their individual needs*