



**NATIONAL CLUB
ACCREDITATION SCHEME**

Capalaba Football Club

Position Description - Secretary

POSITION TITLE:

Secretary

OBJECTIVE:

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

RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, Football Brisbane, Football Queensland and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletter, email.
- Act as the Public Officer of the club.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to Football Brisbane and/or Football Queensland and relevant stakeholders regarding changes to committee members and key contacts.



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,
CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



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RELATIONSHIPS:

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Football Brisbane, Football Queensland, Redland City Council and other external stakeholders.

ACCOUNTABILITY:

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

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.

DESIRABLE SKILLS:

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



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