



HILLS HORNETS TOUCH FOOTBALL ASSOCIATION

Club Secretary

Responsibility

- ☞ The Secretary is the key administrative officer of the club and is responsible for the efficient management of the Club.
- ☞ The Secretary is responsible for the Club's Logo, Name and merchandise (Brand image) and should ensure that all logos, designs, colours, merchandise, trademarks, copy rights etc are protected (where-ever necessary) and that their use is in accordance with the Club Policy

Duties

- ☞ Provide an open communication link between the Committee, sub-Committees, members, NSWTA and other Clubs
- ☞ Record all inward and outward correspondence and acknowledge where necessary
- ☞ Prepare agendas, reports, papers and minutes for all executive, special, committee and annual general meetings
- ☞ Coordinate ground hire provisions for all training and game days throughout the season
- ☞ Communicate all matters of importance from the NSWTA to the Committee and Club members – this may also be in conjunction and collaboration with other Committee members
- ☞ Be the link between the NSWTA and the Club at all levels – this may also be in conjunction and collaboration with the Coaching Director, Junior Director and Referees Director
- ☞ Have a sound understanding of the NSWTA, TFA Code of Conduct, rules, policies and guidelines
- ☞ Have a good understanding of the Club's Constitution, any By-Laws (as applicable), objectives and aims, rules, policies and guidelines
- ☞ Have a good understanding of the responsibilities and duties of all office bearers and sub- committees
- ☞ Support and encourage all Club members to respect and abide by the Club's, the NSWTA's and the TFA's Code of Conduct, rules, policies and guidelines
- ☞ Maintain confidentiality on relevant and delicate matters
- ☞ Have a good working knowledge of meeting procedures
- ☞ As required, cooperate with and assist the Committee and other office bearers with their duties and responsibilities
- ☞ In conjunction with the Coaching Director, organise the annual orientation training for Team Managers and Coaches
- ☞ With the President, manage the Club's strategic planning process
- ☞ Ensure that the appropriate documentation is completed to ensure that the Club is covered by insurance and Association of Incorporation is validated each year
- ☞ Maintain club records, including but not limited to: all correspondence, financial records (with the Treasurer, Minutes, competition details etc
- ☞ Support all media, promotion, marketing and sponsorship activities
- ☞ Maintain a register of all Sponsors and Club, Life or Foundation members
- ☞ Perform any other duties as required by the Committee