REYNELLA FOOTBALL CLUB

HOME OF THE MIGHTY WINEFLIES

Job Title: Club Secretary

Organisation: Reynella Football Club

Reports To: Club President

Position Overview

This executive committee role is pivotal to the club's operations, ensuring effective administration, governance, and communication across all levels of the organisation. The Secretary acts as a central point of contact for internal and external stakeholders, supporting the club's strategic and operational goals. The role ensures compliance with legal and league requirements, maintains accurate records, and facilitates smooth communication between the committee, members, and external bodies.

Key Responsibilities

Club Administration

- Prepare and distribute and Maintain agendas, minutes, and documentation for committee, general, and annual general meetings (AGMs).
- Maintain accurate records of club members, volunteers, and contact lists.
- Manage incoming correspondence (email, phone, mail) and direct inquiries to relevant committee members.

Compliance & Governance

- Ensure adherence to league rules, governing body requirements, and club policies.
- Submit required documentation (e.g., affiliations, registrations, reports) to relevant authorities.
- Maintain up-to-date records of constitutions, bylaws, and policy documents.
- Ensure compliance with AFL, SANFL, and club constitution requirements.
- Manage club correspondence and official documentation.

Committee Support

- Serve as the primary liaison for committee members.
- Coordinate meetings, events, and club functions.
- Support the distribution and archiving of reports and communications between the executive and broader membership.

Record Keeping

- Manage official club records, including contracts, insurance policies, and legal documents.
- Maintain registers for senior player registrations and assist with volunteer compliance (e.g., WWCC, coaching accreditations).
- Support the Treasurer in tracking membership payments and fees.

Communication & Correspondence

- Facilitate timely communication between the club, members, and external stakeholders.
- Collaborate with the communications team to ensure accurate and consistent messaging.

Skills & Qualifications

- Excellent organisational and administrative skills with strong attention to detail.
- Effective written and verbal communication abilities.
- Proficiency in Microsoft Office, email platforms, and general administrative software.
- Ability to handle confidential information with discretion.
- Commitment to the club's values and community spirit.
- Access to a personal computer and reliable internet connection.
- Working With Children Check and Police Clearance (mandatory).
