



POSITION DESCRIPTION



BELEURA JUNIOR FOOTBALL CLUB INC.

Date: DECEMBER 2015

Title: Secretary

Accountability: President & Executive Committee

Description:

- To manage and oversee the administration department ensuring the smooth running of all disciplines involved with and issues relating to the 'off field' performance of the club.
- To ensure that the administration department is run in a professional manner that will ensure the club's immediate and long term 'off field' success.
- To ensure the smooth operation of 'on field' game day requirements which will ensure the club's immediate and long term 'on field' success.

Responsibilities:

- Take and distribute minutes of all committee meetings
- Handle all incoming and outgoing correspondence to and from the club
- Check and maintain the club's post office box.
- Maintain a record of all documentation both incoming and outgoing
- Distribute all relevant information via print/copy/fax/email to relevant departments
- Ensure all departments are fully informed of upcoming events and requirements
- Ensure that all required MPJFL statutes/requirements are adhered to
- Ensure that there is a club representative at all MPJFL functions and meetings
- Production of the club's annual report
- Create and participate in creating forward planning strategies for the 'off field' development of the club

Key Criteria:

- Timely distribution of all material/correspondence
- Effective liaison with MPJFL
- Ensure timely release of the club's documents
- Production of club calendar of events
- Create and maintain up to date club contact list

Internal/External Relationships:

- All committee personnel
- Players, coaches and ancillary football staff
- Club members
- MPJFL
- Mornington Peninsula City Council

Signed: Craig Neil (President)

Date: 14 January 2015