PAPAMOA FOOTBALL CLUB SECRETARY JOB DESCRIPTION

Papamoa Football Club Secretary 'Profile'

The Secretary is the chief administration officer of Papamoa Football Club. The Secretary's primary function is to take minutes and be responsible for the upkeep and organisation of the clubs' policies and documents.

The Secretary is elected by the club members at the AGM. Ideally, the person being nominated as Secretary must have been an active Committee member for at least 1 full AGM cycle.

Responsible To

The Secretary reports directly to the Management Board / Committee of Papamoa Football Club.

Prerequisite

Has the time to complete the role to the best of their ability. Prioritisation of the club.

Skills

Ideally, in this position a Board / Committee Member can demonstrate the following skills:

- Can communicate effectively and work as part of a team.
- Can disagree without being disagreeable.
- Willingness to learn.
- Must make time to ensure the role is completed.
- Impartiality
- Ability to work to a timeline.
- Proactive
- Active interest in all areas of the club

Main Duties & Responsibilities

- Attendance at committee meetings
- Prepare the agenda for club meetings in consultation with the Chair.
- In conjunction with the Chair, assist in funding applications.
- Make arrangements for club meetings, including venue, date, times, and hospitality.
- Send adequate notice of the meetings.
- Call for and receive nominations for board/ committee and other vacancies for the club AGM.
- Record the minutes of meetings.
- Collate and arrange for the printing of the annual report.
- Maintain files of legal documents such as constitutions, leases and titles, policy, and procedures.
- Collect and collate reports from subcommittees.
- Assist in the collection and collation of club awards through Google Docs.
- General committee tasks when and where required.
- Conduit to Tauranga City Council

The estimated time commitment required as the Secretary of Papamoa Football Club is 3 hours per week

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