



Balgownie Junior Football Club

Job description for: ASSISTANT SECRETARY

OVERVIEW:

The Assistant Secretary helps the Club Secretary with all administration duties.

RESPONSIBILITIES:

- 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.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, Football NSW, FSC and any other body that has governance. Give advice to the Secretary as required.
- Help read all correspondence and inform President, react, follow up and distribute to appropriate members.
- Help maintain sponsorship records.

RELATIONSHIPS:

- Club Secretary, President and Executive Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- FSC and Football NSW

ACCOUNTABILITY:

- The Assistant Secretary is accountable to the Secretary as well as the President and Executive Committee.

COMMITMENT LEVEL:

The estimated time commitment required as the Assistant Secretary is 1-2 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.
- Computer skills.
- Negotiating skills.
- Empathy with varying groups of people.