



## **Position Details**

**Position title: Assistant Secretary**

**Date of review: September 2018**

## **Position objective**

The Assistant Secretary supports the Secretary in the administration of the Club.

## **Responsible To**

The Assistant Secretary is directly responsible to the Secretary.

## **Responsibilities and Duties**

- Prepare agenda for committee and/or executive meetings
- Provide secretariat duties for all meetings
- Disseminate meeting minutes to members as soon as possible following the meeting
- Prepare newsletter (weekly external correspondence)
- Provide the Secretary with support with his/her responsibilities
- Ground Hire bookings
- Game day packs
- Assist with carnival co-ordination
- Book fields for training and game days
- Maintain Key register

## **Knowledge and Skills Required**

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- A knowledge and understanding of Microsoft office programs
- Sound computer skills
- Can communicate effectively
- Is well organised and can delegate as required
- Can maintain confidentiality on relevant matters
- Has good liaison skills
- WWVP

***Club laptop supplied***