



Position Details

Position title: Secretary

Date of review: September 2018

Position objective

The Secretary is the chief administration officer of the Club. The Secretary provides the coordinating link between members, the committee and other stakeholders.

Responsible To

The Secretary is directly responsible to the President and the Club members.

Responsibilities and Duties

- Provide an open communication link between the committee, members and other stakeholders
- Read, reply and file correspondence promptly
- Maintain registers of contact details for Committee members, life members, sponsors, coaches and managers
- Maintain club administration records-correspondence, financial records, minutes etc
- Act as the public officer of the Club, liaising with members of the public, affiliated bodies and government agencies
- Liaise with Canberra Region regarding all Club matters
- Maintain official records electronically
- Annual calendar of events
- Communicate all matters of importance from Canberra Region to the Committee and the Clubs members
- Coordination of all carnivals – Including sending information to teams and coordinating nominations

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- An excellent 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
- Good liaison skills
- WWVP

Club Mobile phone and laptop supplied