



West Auckland Association Football Club

Secretary Role Description

The Secretary is a voluntary position and is the chief administration officer of the West Auckland AFC (WAAFC). This person provides the coordinating link between members, the management committee, and outside agencies.

Responsible to	Executive Chairperson & Football Chairperson
Responsibilities & Duties	<ul style="list-style-type: none">• In conjunction with the Volunteer Coordinator call for and receive nominations for committees and other positions for the club/group AGM.• In conjunction with the Administration Coordinator read, reply and file correspondence promptly.• Collate and arrange the printing of the annual report.• Maintain a register of members, life members, sponsors and other stakeholders ensuring all details are gathered to aid in effective communication.• Lodge and file all legal documents as required i.e. Constitution, leases and titles etc.• Act as the public officer of West Auckland AFC liaising with members of the public, affiliated bodies and government agencies.• Communicate with Associations in relation to but not limited to the following:<ul style="list-style-type: none">○ processing of transfer documents○ entering of teams in competitions○ represent the club at Association meetings○ obtain Association sanction for club events○ communicate information between Association and club members such as events and deadlines etc.• Respond to general duties as directed by the club committee.• Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.• Meet all WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Chairman and ensure succession of own position if applicable.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired	<ul style="list-style-type: none">• Can communicate effectively.• Well organised and can delegate tasks.• Can maintain confidentiality on relevant matters.• Has a good working knowledge of the constitution.
Estimated Time Commitment Required	The estimated time commitment required for the role of Secretary is 6 - 7 hours over 2 days per week for the duration of the season.
Period of Appointment	Period of appointment 12 months.