



West Auckland Association Football Club

Administration Coordinator Role Description

The Administration Coordinator is a voluntary position that supports the Secretary and manages the administrative needs of West Auckland AFC (WAAFC). This person provides the coordinating link between the secretary, the committee and outside agencies.

Responsible to Executive Chairperson & Secretary

**Responsibilities
& Duties**

- Prepare the agenda for club meetings in conjunction with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Take minutes of executive meetings and any other meetings as requested.
- Write up the minutes and distribute as soon as possible after the meeting.
- In conjunction with the Secretary read, reply and file correspondence promptly.
- Fill the Secretary role at meetings as required in their absence.
- Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.
- Meet all the WAAFC reporting requirements as they become due or are requested.
- Evaluate personal performance annually reporting to Chairperson 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**

- 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 1 - 2 hours over 2 days per week for the duration of the season.

**Period of
Appointment**

Period of appointment 12 months.