



## Position Guidelines

**Position Name: Secretary**

### Overall Role

Overall responsibility for incoming and outgoing correspondence. This role is part of the Executive Committee.

### Key Duties

1. Ensure all contact details are changed to reflect new committee:
  - Football Brisbane
  - Dayboro Grapevine
  - Electricity Credit Union (ECU) – Dayboro branch (includes changing signatories – President, Secretary & Treasurer usually are signatories)
  - Moreton Bay Regional Council
  - Incorporation Association – Office of Fair Trading
2. Notify committee and other club members of date/time of meetings (held at Clubhouse)
3. Liaise with President to formulate agenda for committee meetings (template available)
4. Attend monthly committee meetings and take minutes (template available)
5. Ensure minutes are comprehensive and are an accurate representation of what was discussed/decided at the meeting (NB minutes are given to auditors at the end of the season so should be appropriately recorded).
6. Receive and send correspondence on behalf of the club (i.e. via post and email).
7. Communicate relevant correspondence to Committee and/or relevant Club position person.
8. Liaise with Registrar to ensure compliance with all Football Brisbane's required paperwork.
9. Familiarise with policies, guidelines and rules of Club and affiliated bodies (i.e. Football Brisbane, Football QLD, and FFA).
10. Liaise with Registrar regarding registration processes and assist at Sign-on Day.
11. Liaise with President and Treasurer to compile Annual Report at AGM (refer to previous AGM reports).
12. Liaise with E-Off the Post Editor regarding updates/information that needs disseminating to the Club community.
13. Update and maintain information on Results Vault (computer system through Football Brisbane). Contact FB at beginning of season to become Principal User of this account.
14. Ensure FB run fixtures (i.e. U10+) are accurately maintained on Results Vault including team nominations (NB Competitive team managers may be given access to Results Vault so that they can nominate teams each week and enter match results – this will need to be organized through Football Brisbane).

15. Liaise with Team Liaison Officer to distribute level 1 keys to Coaches for storeroom, toilet and gate access – these must be signed out on the Key Register (and signed back in at the end of the season).
16. Forwarded invoices to Treasurer for payment.
17. Check PO Box regularly (NB. PO Box 165, Dayboro Q 4521).
18. Maintain strict confidentiality in private Club affairs.

#### Guidance Notes

#### Useful Contacts

President:	PH:
Vice President:	PH:
Treasurer:	PH:
Team Liaison Officer:	PH:
Registrar:	PH:
Match Day Coordinator:	PH:
Canteen Coordinator:	PH:

Email address: [secretary@dayborodingoes.com.au](mailto:secretary@dayborodingoes.com.au)