**INTRODUCTION**

The Secretary is responsible for collating incoming and outgoing mail to club members and external stakeholders, primarily via email. They are also responsible for organising and recording the minutes from club meetings as required.

**WOULD SUIT SOMEONE WHO**

* Works in office administration.
* Is highly organised and can keep track of multiple chains of correspondence.
* Cannot attend matches or training sessions

**RESPONSIBILITIES**

1. Maintain an accurate copy of the rules and by-laws of the club
2. Be familiar with the rules of the club, AFL Darling Downs, AFL Queensland and any other body that has governance, providing advice to the President and Committee as required
3. Provide notice of club meetings and other items of interest to club members.
4. Record and publish minutes of all committee and general meetings and distribute in accordance with the rules of the club
5. Receive all correspondence directed to the club, via email & the club PO Box
6. Send all correspondence in accordance with the direction of the President and committee
7. In conjunction with the President, prepare a comprehensive report of all activities of the club for presentation at the Annual General Meeting.
8. Oversee the work of the Newsletter, Media & Online Coordinators to ensure all public information remains relevant and up to date
9. Respond to all correspondence in a timely manner
10. Provide all information to the Newsletter, Media & Online Coordinators as required

**KEY RELATIONSHIPS**

* **Reportable To: President**
* **Key Reports:**
  + Newsletter Coordinator
  + Media Liaison
  + Online Coordinator
* Club Members
* External stakeholders
* AFL Queensland staff
* AFL Darling Downs Secretary

**TIME COMMITMENT REQUIRED**

* Approximately 3 hours per week during peak football season
* Attendance at monthly committee meetings is required

**TRAINING/RESOURCES REQUIRED**

* Access to the club email address will be provided.
* Computer & internet access is highly recommended. May be able to be provided if required.