



Moggill Football Club Position Description - Secretary

JOB TITLE:

Secretary

OBJECTIVE:

The club secretary is to manage and administer the club's membership and to fulfil the duties of Secretary required by the model rules (Associations Incorporation Act 1981).

At MFC the Secretary's duties are combined with those of a Registrar, which include managing the registration process and mustering of teams, coaches, managers and nomination of teams to their relevant competitions.

RESPONSIBILITIES:

- Manage the registration process and collection of registration fees
- Coordinate mustering of players and forming of teams
- Operate the Competition Administrator's system (MyFootballClub) for member registrations. Process registrations for all member categories (players, volunteers, coaches etc)
- Liaise with the Competition Administrator as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Be the main point of contact for the Competition Administrator and other admin bodies (eg: FQ, QMF)
- Coordinate the allocation of BSCC Fields for home fixtures and training activity. Comply with booking requirements of BSCC. Liaise with BSCC Manager as required.
- Be the main point of contact for the general membership, and coaches and managers
- Identify and facilitate conflict resolution. Engage other committee members as required
- Implement Privacy Act regarding all membership information.
- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Assist with preparation of the Presidents report for presentation to members at the AGM.
- Maintain an accurate copy of the Constitution, Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, Football Brisbane and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club. Distribute to President and committee and relevant members as required.
- Complete annual statements as required by the Incorporations Act.



RELATIONSHIPS:

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Football Brisbane Registration Team, Competitions Department and Finance Team
- Liaises with the QMF competition administrator
- Liaises with the Director of Coaching and/or Age Coordinators in mustering teams and coaches
- Liaises with BSCC Manager regarding booking of fields and coordinating maintenance activity

ACCOUNTABILITY:

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required is 5-10 hours per week during the season. This will be increased at the beginning of the season during the registration process.

ESSENTIAL SKILLS:

- A dedicated 'club person' with a desire to optimise opportunities for improvement.
- A good communicator that can be the Public Officer for MFC
- Computer literate in standard Microsoft applications.
- Experienced in taking and presenting minutes of meetings, and preparing formal reports.
- Able to maintain confidentiality on relevant matters.
- Well organised and able to work under pressure, particularly at the beginning of the season.

DESIRABLE SKILLS:

- Experience in debt collection (recovery of registration fees)
- Knowledge of accounting systems (eg: Xero)
- Experience of managing conflict resolution