

MSSC Secretary Assistant

To Assist the secretary or take on the duties of Secretary as required;

Desirable Attributes:

The Secretary Assistant should:

- be very organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential



Administrative roles include:

- Prepare Agenda, reports and papers for all Committee meetings, in consultation with the President (note record conflict of issues) or committee member agreements (non-attendance – external position, leave etc) and distribute prior to the meeting.
- Attend and take minutes at all Committee meetings and at the AGM.
- Ensure all reports required by law are forwarded to Committee, ie Treasurer reports – cash flow, profit and loss and quarterly budget
- Maintain a sound knowledge of league/region/state rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good working knowledge of meeting procedures.
- Have a good understanding of the club constitution and club rules and regulations and encourage that respect amongst committee and club members. Be aware of the Strategic Directions of the Club.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Organise training courses, coaching accreditation, first aid, RSA, food safety and others as required.
- Co-operate with the Secretary and assist the committee office bearers with their duties and responsibilities.
- Review Team manager handbook with Registrar include: annual draw, committee contact list, first aid kit list, team manager position description and AWFA marshal's policy, club time change and player assessment process.
- Ensure Publicity officer has updates training times, coaches, registration details, policies, sponsor logo's etc are uploaded on the Website by the Website Administrator.
- Oversee the Hire (Form) of the Facility; Canteen, change rooms & public toilets and pitches, ensure dates are in calendar and not forgotten, to ensure all facility is clean and in good working order, with any requested items organised, open and lock up facility after event and then send email of contact information and price of hire to Treasurer for invoicing.