



Mazenod Panthers Club Secretary

DESCRIPTION OF ROLE.

The Club Secretary plays an important organisation and co-ordination position within the Club. The Secretary is an important watchdog on Club Governance and compliance with all of the statutory requirements that apply to the Club and its operations

ROLE / TASKS:

Specific tasks that the Club Secretary will discharge are as follows:

- Ensure that The Club Governance arrangements are not in conflict with the Clubs Constitution,
- Ensure that the Club fully complies with all of its legal obligations in relation to Constitution, Articles of Association and the Incorporated Clubs Legislation.
- Ensure that Committee meetings of the Club are regularly called, properly notified to all entitled to attend and are legal.
- Prepare and distribute the agenda for all meetings of the Club Committee.
- Prepare true and accurate records of all meetings of the Club Committee and promptly distribute them to all entitled to receive them.
- Ensure that the Club and its physical and notional assets are properly protected for Insurance purposes.
- Manage the Club records. - Prepare and distribute official committee correspondence.
- Ensure that the Club mailbox is regularly monitored, cleared and that correspondence is promptly brought to the attention of the relevant Club official.
- Give notice of and convene the Club Annual General Meeting before the end of November in each year in consultation with the Club President.
- Maintain the Club player data base and non-player memberships in an up to date and accurate condition at all times.
- Keep the data base of Life Members and friends of the Club up to date and clean.
- Maintain the medical records of all Players, together with the Team Co-ordinator. Make sure it is up to date and accurate. It will be provided to all Committee, Coaches, First Aid Officers and/or Game Day Staff.
- Assists the Team Co-ordinator wherever needed.
- Prepare and send correspondence in accordance with the direction of the President and/or Committee.
- Assist other committee members of their duties as required.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committees.
- Works closely with the Team Co-ordinator

ACCOUNTABILITY

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.