

Executive Secretary

ROLE INFORMATION	
1 Person Required for role	
Role Outline	<p>The club is looking for an application to take up the Secretary role at the club.</p> <p>The role of Secretary is to assist the club committee in note taking, minutes, email delegation and attend some club meetings in place of other Committee members.</p>
Responsibilities	<p>Primary responsibilities for the role</p> <ul style="list-style-type: none">• Minutes taken at committee meetings and provided to the executive committee.• Attend club meetings and AGM meetings.• Facilitate the emails in the inbox to the correct executive member or reply on behalf of the club.• Aid the President and Vice-President with any note taking email replies or documentation as required.• Occasionally attend league meetings when other club delegates are unavailable
Report to	<p>You are part of the Executive Committee and report the whole executive committee with any notes and information gathered at meetings of leagues and committee members.</p>
Decisions to be made	<p>You form a vital part of the executive committee and will hold a voice in all decisions and directions the club looks to take.</p>

Additional Information	
<p>5 - 10 Hours a week – Club Secretary</p> <ul style="list-style-type: none">• You are to be available over the weekends home games as much as possible to assist in the weekends club requirements.• Remote working and tech savviness is a optional skill but a useful one for this role.	
EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	<p>No qualifications are necessary for this role but being able to utilize technology is a beneficial skill.</p> <p>Ability to use Outlook, Microsoft Office, SharePoint and Microsoft Teams is helpful as these are the main programs the club uses.</p>