

SECRETARY JOB DESCRIPTION

Responsibilities:

The Secretary is the key administrative officer of the club and is responsible for the efficient management of the organisation.

Duties:

- Provide an open communication link between the Board / Committee, sub-committees, members and other clubs and Leagues.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Have a good working knowledge of meeting procedures.
- Prepare agendas, reports and papers for all Board / Committee meetings.
- Take minutes at all Board / Committee meetings and at the AGM.
- Communicate all matters of importance from the League to the Board / Committee and club members.
- Be the link between the league and the club on all levels.
- Maintain a sound knowledge of league rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.
- Be aware of the future directions and plans of club members.
- Co-operate with and assist the Board / Committee and other office bearers with their duties and responsibilities.
- Manage the club's planning process.
- Support and encourage all club members to respect and support the Rugby League Code of Conduct.
- Complete appropriate documentation to ensure insurance coverage is in place.
- Maintain club administration records - correspondence, financial records, minutes, competition details, staff records etc.
- Support all media, promotion, marketing and sponsorship activities.
- Be aware of latest LeagueNet updates and procedures.

Notes:

The Secretary is responsible for the club's brand image and should that ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc are protected (where necessary) and their use is in accordance with club policy.

SAMPLE CLUB PERSONNEL CONTACT DETAILS

Position	Name	Tel. / Mob.	Email Address
President / Chair			
Secretary			
Treasurer			
Member Protection Information Officer			
Sponsorship & Fundraising Officer			
Publicity & Promotions Officer			
Registrar			
Ground Manager			
Volunteer Coordinator			
Canteen Supervisor			
Team Manager			
Gear Manager			
Coaching Coordinator			
Sports Trainer Coordinator			

Please add other roles if deemed necessary or delete any of the above that are not appropriate to your club.

SECRETARY– MEETING PROCEDURES

Regular Meetings

- Distribute agenda.
- List those present, along with apologies.
- Follow the order of the agenda.
- Record **all** motions and/or amendments i.e.
 - Fred moves “that club fees increase by 10%”
 - Mary seconds the motion
 - Chair asks Fred to speak to the motion
 - Chair calls for discussion
 - Chair puts motion for decision
 - Members vote
 - If motion passed, it becomes a resolution and should be minuted: – “It was resolved that club fees be increased by 10%.
Moved: Fred **Seconded:** Mary **Carried.**
- List or summarise all correspondence.
- Write up minutes and circulate.
- Note points of action for follow-up.

Annual General Meeting (A legal requirement)

- The AGM is where the Board / Committee reports to the members on how the club is being run.
- The two main tasks at an AGM are:
 - Present the audited financial statements
 - Elect office bearers
- The date of the AGM is usually stated in the club’s constitution.
- Advance notice of the AGM must be given to members (refer to constitution for amount of notice).
- Notice of the AGM is usually made public (as per constitution).
- Secretary must check voting entitlement of all members.

SAMPLE BOARD / COMMITTEE MEETING AGENDA

Club:
Date:
Venue:
Time:

- 1. Welcome / Attendees / Apologies**

- 2. Minutes from the Previous Meeting**

- 3. Business Arising from the Previous Minutes**

- 4. Reports**
 - 4.1 Finance
 - 4.2 Football Operations
 - 4.3 Grants and Sponsorship
 - 4.4 Grounds
 - 4.5 Other

- 5. General Business**
 - 5.1 Other Business

- 6. Date of Next Meeting**

- 7. Meeting Closure**

SAMPLE BOARD / COMMITTEE MEETING MINUTES

Minutes of Meeting of <insert Club Name>, held at <insert location> on <insert date>, commencing at <insert time>.

Chairperson:

Attendance:

Apologies:

1. Welcome

2. Minutes of previous meeting

3. Business arising from previous meeting

4. Reports

4.1 Finance

4.2 Football Operations

4.3 Grants and Sponsorship

4.4 Ground and Facilities

4.5 Other

5. General Business

6. Date and Venue of next meeting

<insert day> and <insert date> of next meeting

<insert location> of next meeting

<insert time> of next meeting

7. Meeting closed at <insert time>

<name>

<position>

<date>

SAMPLE BOARD / COMMITTEE MEETING ACTION SHEET

No.	Action	Person Responsible	Time-frame	Done <input type="checkbox"/> <input type="checkbox"/>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SAMPLE ANNUAL GENERAL MEETING AGENDA

Date:

Venue:

Time:

1. Welcome / Attendees / Apologies

2. Minutes from the Previous AGM

3. Reports

3.1 President's Report

3.2 Secretary's Report

3.3 Treasurer's Report (must include audited financial statements)

3.4 Other, such as Head Coach

(Reports must be accepted by the meeting, moved and seconded)

4. Appointment of Auditor

5. Election of Office Bearers

6. General Business (must relate specifically to the AGM)

Meeting Closure

SAMPLE SECRETARY LETTER

Following is a sample letter indicating the format employed in “conventional” written correspondence from club secretaries.

ABC Rugby League Club
PO Box 1234
Capital City, State, Postcode
Telephone (xx) xxxx xxxx

Date

Order of information →

Mr Howard Johnson
xxxxxxx
xxxxx xxx xxxx

Dear Howard,

Subject line →

ABC Rugby League Club Gala Day

On behalf of the ABC Rugby League Club, I would like to thank you for entering the Rugby League Gala Day.

Details →

Please find enclosed your team’s draw, the competition rules, team registration form and the field layout. Please note that the venue is xxxxxxx. The day will commence at xxam and conclude at xxpm.

In the event of wet weather the competition will continue unless Council closes the grounds.

Action to be taken →

Please hand the completed team registration form to the Ground Manager upon arrival. Also, feel free to bring a ‘tent’ or marquee for your team. This may offer your players shelter on the day and also allow you to have a base for your team. There will be canteen and first aid facilities at the ground.

Courteous close →

I would like to take this opportunity to wish all teams the best of luck for the day and trust that it will be an enjoyable experience for all players, coaches and parents.

If you have any questions, please don’t hesitate to contact me on xxxx xxxx.

Yours sincerely

xxxxx
Secretary

LEAGUENET INFORMATION

During the year 2000, the Australian Rugby League and Australian Rugby League Development, in conjunction with Sporting Pulse, developed an electronic communication system for all participants in Rugby League called LeagueNet.

It has been aimed at improving communication across all levels of the game and to assist administrators with the many tasks they have to keep Rugby League thriving at the Junior and Senior level.

LeagueNet is an integrated system comprising of the following:

Sportzware Central: A program for leagues/clubs used for the design of competition draws and automatic creation of points tables along with membership management.

National Membership Database and Clearance System: Allows leagues and clubs to register players, manage members within their league/club and apply for clearances. Every player who participates in the game of Rugby League from under 6's to NRL is registered on the National Membership Database.

Reports and Statistics: Allows leagues and clubs to run reports and gather various statistics relating to registration of players, contact details etc.

Online Results: Allows leagues and clubs to decentralize data entry for match results and game statistics. This can be configured to the leagues requirements.

myRugbyLeague: A social networking website with a Rugby League theme. It allows you to become friends with your favorite NRL players and receive match reminders from your local league and the ability to customize your Rugby League themed page.

Website and Communicator: Allows leagues and clubs to use the self editing website tools to communicate information about their organization to members and supporters of their club. A really useful tool and one that is easy to use.

Please Note: Clubs can be given their unique username and password to access and perform all of the tasks above (with the exception of SWC.) Leagues determine whether clubs can perform tasks such as approving clearances and registering members or have read only access.

For more information or for guides on how to use the various functions of the LeagueNet system please visit www.help.leaquet.com.au

PUBLIC OFFICER INFORMATION

An incorporated association (club) is required to have a Public Officer who has attained the age of 18 years and is a resident of the state where the club is located.

The Public Officer is the official contact point for the club. The Public Officer can be a committee member, a member of the club or an outsider. The Public Officer's address may be used as an official address for the service of documents on the club. To this end, the Public Officer is required to bring all documents received by him or her to the attention of the Board / Committee as soon as practicable.

Unless the rules of the club provide otherwise, the Public Officer of a club may hold any other office of the club.

How is the Public Officer appointed and removed?

The Board / Committee of a club appoint the Public Officer for the club.

The Public Officer shall be deemed to have vacated the office if they:

- die
- resign from the position of Public Officer
- are removed from office by way of a resolution passed at a general meeting of the members of the club
- become bankrupt
- become a patient under a Mental Health Act or
- cease to be a resident of the state

The position of Public Officer must not remain vacant for more than 14 days. Within 14 days of a vacancy occurring, the Board / Committee must notify the state office responsible for Incorporated Associations of the vacancy and appoint a new Public Officer. The new Public Officer is also required to give notice of his or her appointment to the state authority within 14 days of the appointment. Notice of a vacancy and subsequent appointment of a Public Officer is required to be given.

Where the Board / Committee of a club fails to notify the state authority of the vacancy or fill the position within 14 days, each member of the Board / Committee is guilty of an offence and liable to a penalty.

Upon vacating the position, the Public Officer should pass on all information held on behalf of the club to their successor.

What are the obligations of the Public Officer?

Notice of appointment

A new Public Officer must lodge a notice of vacancy/appointment/change of address of Public Officer notifying of their appointment, within 14 days of the appointment.

Notice of change of address

Where a Public Officer changes his or her address, the Public Officer must give the state authority notice within 14 days by lodging a notice of vacancy/appointment/change of address of Public Officer.

Register of Board / Committee members

The register of Board / Committee members of the club is to be kept at the residential address of the Public Officer and must be made available for inspection by any person, free of charge, at all reasonable

hours. Where a club has ceased to exist, the last Public Officer must keep the register for a period of at least two (2) years after the date on which the club ceased to exist.

Annual statements

The Public Officer must lodge an Annual statement, with the prescribed fee, within one month after the date of each Annual General Meeting of the club. The statement is a summary of the year's financial transactions. A penalty may be imposed on the Public Officer for failure to lodge the form in the required time. If the Public Officer is not able to lodge the annual statement in time, an application for extension of time for holding the Annual General Meeting or lodging statement setting out the reasons for the delay should be lodged, with the prescribed fee, before the due date.

Change of name of the club

The Public Officer must apply to the state authority for approval of a change of name within one month after the passing of a special resolution to change the clubs name. An application for approval for change of name must be lodged, together with the prescribed fee.

Alteration of objects or rules

After the passing of a special resolution altering the statement of objects or rules of a club, the Public Officer must lodge a notice of alteration of objects or rules, with the prescribed fee, setting out the particulars of the alteration. A penalty may be imposed on the Public Officer for failure to lodge the form in the required time.

Receiving documents on behalf of the club

The Public Officer has an obligation to bring all documents addressed to the club to the attention of the Board / Committee as soon as practicable. This obligation continues for a period of 12 months after a person has ceased to be the Public Officer of the club.