



### NPSC Executive Committee - Club Secretary

<b>Reports To:</b>	Executive Committee, Players and Members of NPSC
<b>Job Inductor:</b>	Steve Walker
<b>Purpose of Role:</b>	Provide administrative support to President and committee of NPSC. Primary administration officer of the committee, provides the link between the committee, members and outside agencies.
<b>Key Tasks and Responsibilities:</b>	
Mail -	<ul style="list-style-type: none"> <li>▪ Clear mailbox (email and postal) and maintain correspondence register (including e-mails).</li> <li>▪ At the direction of the President and/or committee, prepare and send Club correspondence.</li> </ul>
Meetings -	<ul style="list-style-type: none"> <li>▪ Prepare (with President) and send agenda and notice prior to monthly, annual and special meetings.</li> <li>▪ Book meeting room and any required catering.</li> <li>▪ Take, write up, archive and circulate minutes.</li> <li>▪ Table and outline inward and outward correspondence.</li> <li>▪ Make all arrangements for the AGM and advertise 1 month out.</li> </ul>
Filing-	<ul style="list-style-type: none"> <li>▪ Maintain (with Registrars) the Club membership database and records of life members and current sponsors.</li> <li>▪ Maintain organized and accessible files of legal documents (constitutions, ground lease, contracts, warranties) and Club Policies (member protection, risk management, grievance etc).</li> <li>▪ Maintain Version Control on all documents so periodic reviews are undertaken as they date.</li> <li>▪ Work with registrars to develop and improve the use of MyFootballClub online service</li> </ul>
Voting	<ul style="list-style-type: none"> <li>▪ Produce, distribute, collect and file weekly match voting slips to coaches 12 – Seniors inclusive.</li> </ul>
<b>Experience and / or Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Some understanding of office procedures and filing /archiving.</li> <li>▪ Ability to use computers (word processing and e-mail).</li> <li>▪ Ability to take minutes of meetings.</li> </ul>
<b>Desirable Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Be methodical, persistent, impartial and constitutionally aware.</li> <li>▪ Well developed interpersonal, communication and mediation skills and a willingness to delegate. Enthusiasm and energy.</li> </ul>
<b>Timing:</b>	
Approx hours per week	1-2
Frequency of work	Tasks can be performed progressively during the month. Prepare for and attend monthly committee meeting and AGM.
Length of commitment	One year