

VOLUNTEER JOB DESCRIPTION



Western Cougars Gridiron Club

Job Title:	Secretary
Responsibilities:	<ul style="list-style-type: none">➤ Manage the club's internal administration duties such as; correspondence, reports, records, external liaison and plans/procedures➤ Ensure that the club adheres to all requirements of an Incorporation and acts in accordance with its constitution
Activities and Tasks:	<ul style="list-style-type: none">➤ Accurately record committee meeting minutes and prepare agendas➤ Maintain accurate records including all club and GQ meeting minutes➤ Present monthly reports to committee➤ Prepare and present annual report➤ Process Gridiron Qld affiliation membership➤ Maintain a register of members, life members, sponsors➤ Distribute team lists to Team Managers and coaches➤ Logging of team resources (e.g. asset database, equipment database)➤ Returning of records at end of season➤ Act as a signatory to the club's bank accounts and cheques➤ Maintain all legal documents such as constitutions➤ Record changes and alert the committee when renewals fall due or when legal deadlines must be met➤ Process Incorporation paperwork with Dept Fair Trading
Skills or Qualities Required:	<ul style="list-style-type: none">➤ Reliable➤ Committed➤ Trustworthy➤ Good organisation and communication skills

	<ul style="list-style-type: none">➤ Good computer Skills
Requirements of the Role:	<ul style="list-style-type: none">➤ Obtain "Blue Card" from Child Safety Commission➤ Access to Mobile Phone➤ Computer and email access➤ No previous criminal convictions➤ Available to attend Gridiron Queensland League Delegate Meetings➤ Attend committee meetings➤ Obtain moderate understanding of relevant legislation for Secretary position for an Incorporation