



**Sacred Heart Pymble Football Club
Volunteer Position Description**

TITLE:

Secretary

OBJECTIVE:

To coordinate club administration in accordance with NSFA requirements and the club constitution.

RESPONSIBILITIES / TASKS:

Coordinate committee meetings (prepare agenda, invites, take minutes and chair meeting)
Liaison with NSFA regarding club returnables (affiliation packs, training grounds)
Club administration (volunteer registration, working with children)

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Prepare and attend: 6 x 6 hrs
Club administration: 2hrs per week (Jan-Mar), 2hrs per mnth for remainder of the season
NSFA and other meetings: 5 x 2hrs

Considered as average hours per month over a year: approx. 6 hrs per month
Note that some of the duties are undertaken outside of regular season

RELATIONSHIPS:

NSFA: Administration
Club members: volunteer registrations, Working With Children
Committee: Meeting organiser

ACCOUNTABILITY:

Club members, NSFA.

ESSENTIAL/DESIRABLE SKILLS:

Organisation and administration skills

Knowledge of NSFA policies and procedures
Knowledge of club procedures and policies