



Secretary

Volunteer Committee Position Description



Reports To

President / Committee



Works Closely With

President, Vice President, Assistant Secretary, all committee members, Newcastle Football, local council

PURPOSE OF THE ROLE

The Secretary is the engine room of the committee — keeping everyone organised, informed, and on track. Working closely with the Assistant Secretary, you're the communication hub for the club, making sure nothing falls through the cracks.

KEY RESPONSIBILITIES

- In conjunction with the President, convene all committee meetings and general meetings
- Prepare and distribute meeting agendas and supporting documents in consultation with the President
- Oversee the accurate recording of meeting minutes (delegated to the Assistant Secretary), ensure they are signed by the President, and confirm all required actions are followed up
- Manage all general club correspondence and act as primary point of contact for enquiries from members and stakeholders
- Maintain and update the club membership database
- Maintain a register of the latest version of all club documentation — constitution, rules, by-laws, policies, and procedures — ensuring it remains relevant and in line with industry standards
- Assist the President and committee in strategic planning and decision-making
- With support from committee members, compile the Annual Report
- In the absence of an appointed public officer, act as public officer for the club — liaising with members of the public, affiliated bodies, and government agencies
- Lodge required documents with Newcastle Football and other governing bodies
- Prepare and submit the annual ground licence application to council, and communicate confirmed ground allocations to the Technical Director of Football once approved
- Prepare and submit the ATO/Fair Trading returns after each AGM
- Organise the Annual General Meeting (AGM) including notices, quorum confirmation, and documentation
- Maintain a calendar of key dates, deadlines, and renewals for the club
- Co-approve social media and website content with the President during the Digital Communications Manager's establishment period
- Review and update this position description at the end of each year prior to the AGM

TIME COMMITMENT

 8–12 hours/month



People Management

N/A



Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Strong understanding and working knowledge of the club's constitution, rules, by-laws, policies, and procedures
- Previous experience in a not-for-profit or volunteer-based organisation is preferable
- Knowledge of laws and legislation relating to non-profit organisations

- Strong written and oral communication skills
- Good organisational and record-keeping skills
- Competency in Microsoft Office suite and digital document management (Google Drive or similar)
- Ability to identify, prioritise, complete, and delegate tasks to meet deadlines
- Basic financial management skills

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

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End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.



You'd be great for this if...

You're the person who always knows where the important documents are. You enjoy keeping things tidy and making sure people have the information they need — and you're confident enough to keep a committee on track.