



Assistant Secretary

Volunteer Committee Position Description



Reports To

Secretary



Works Closely With

Secretary, President, Vice President, all committee members

PURPOSE OF THE ROLE

Support the Secretary in keeping the club organised and running smoothly. The Assistant Secretary takes ownership of meeting minutes and correspondence support, sharing the administrative load so nothing gets missed. This role is also a natural pathway to Secretary.

KEY RESPONSIBILITIES

- Attend monthly committee meetings and accurately record meeting minutes
- Distribute approved minutes to all committee members following the Secretary's review
- Assist the Secretary in managing the club's official email inbox when required
- Help maintain the club's document register, filing system, and member contact list
- Support the Secretary with AGM preparation including notices, attendance registers, and paperwork
- Step in to perform Secretary duties in full when the Secretary is unavailable
- Assist with compiling correspondence to Newcastle Football and other bodies as directed
- Help maintain the club's key dates calendar and send reminders to relevant committee members

TIME COMMITMENT



4–6 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
- Good written communication and note-taking skills
- Comfortable with email and document management tools (Google Drive, Word, etc.)
- Organised and reliable
- Ability to summarise discussions accurately and concisely



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.



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'd like to get involved in the committee but aren't ready for a major role just yet — or you genuinely enjoy being organised and supporting others. This is also a great pathway role if you're interested in becoming Secretary down the track.