

SECRETARY

POSITION DESCRIPTION 2021

1. Prepare Committee meeting agendas in conjunction with President and to assemble meeting material for circulation to members prior to Committee Meetings.
2. Deal with Club correspondence.
3. Be responsible for Club's Post Office Box and collect and deal with mail on a regular basis.
4. Check invoices and approve for payment in conjunction with the Treasurer and to act as a signatory on the Club's bank accounts and to approve bank payments in accordance with the Club's payment policy of 2 authorising signatures on every request for payment.
5. Attend Committee meetings as required.
6. Arrange and pay Club **insurances**.
7. In conjunction with Director Events to arrange for renewal and payment for liquor licenses for Bar & Green Shed and Sunday games as appropriate.
8. In conjunction with the President to be responsible for dealing with League directives.
9. Deal with general enquiries.
10. Take direct responsibility for promoting the involvement with the Club of **Past Players & Officials**
 - Create and maintain Past Players Data Base

- Take responsibility for organising & promoting Past Players function.
 - Liaise with Director: **Membership Data Base** to ensure Master Data Base is kept up to date.
11. To be available to perform the duties of a member of the Committee Executive to assist with administrative decisions between Committee meetings in particular.
 12. To take responsibility in conjunction with Director Player Liaison for the development and implementation of **Club Lotto**
 13. Take on overall responsibility for the co-ordination of **Player Sponsors** for all teams by ensuring that those directly responsible have whatever they may require to promote sponsorship of every player.
 14. Take responsibility for **weekly report** to members through social media throughout the season (March – September).
 15. Take responsibility for co-ordinating the production of the **home match Record**.
 16. Be responsible for **Balnarring Picnic races clean up** roster
 17. To assist to establish and fill a position Promotions Co-ordinator and to be responsible for the maintenance and promotion of the Club's **Business Directory**.
 18. Maintain Club **Honour Boards**.