**Purpose**

The Fortitude Valley Rugby League Football Club – Junior Division (FVRLFC) Secretary is primarily responsible for the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensuring the club is run according to these core requirements always.

The FVRLFC Secretary is the club officer responsible for managing, collecting, reviewing and disseminating the club’s information and knowledge (e.g. policies and procedures etc.). The FVRLFC Secretary is also responsible for collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

The FVRLFC Secretary will also work closely with the FVRLFC Junior and Senior Registrar to ensure consistency and accuracy in membership data.

**Key Roles & Responsibilities**

The FVRLFC Secretary is responsible for the administrative tasks of the club including:

* Act as the Public Officer of the association for the purposes of the Incorporations Act and therefore:
* Notify Office of Fair Trading of your appointment.
* Lodge the annual statement and other reports and notices as required.
* Maintain the association’s membership database.
* Respond to all emails and queries within 24 hours or appropriate timeline requirements.
* In conjunction with the FVRLFC President, schedule all committee meetings and general meetings including the annual general meeting as early as possible. Where required organize hospitality for committee meetings.
* Ensure all email groups are maintained and updated as required.
* Maintain a register of the latest version of all club documentation including but not limited to the FVRLFC Association Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and athlete development plans, leases and insurance etc.
* Attend meetings of the Club and the Committee and take accurate minutes of such meetings provided that with the approval of the Executive this responsibility may be delegated to another suitable person.
* When necessary submit reports and take steps to ensure that reports are submitted by the appropriate Committee Members to all meetings of the Committee and the Club.
* Ensure that all Minutes of previous meetings, Notices and any agenda for forthcoming meetings as appropriate are forwarded to all Committee Members and Members as appropriate within the period specified within the Constitution or the Rules.
* Take the meeting Minutes of each committee and general meeting, circulating them within five (5) days of the meeting to relevant people.
* Prepare and circulate according to the FVRLFC Rules, the notice convening the annual general meeting, ensuring all members are invited.
* If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the FVRLFC Rules are met.
* Maintain the minute book of FVRLFC Committee and General meetings, ensuring the minutes of each meeting are signed by the FVRLFC President confirming they are a true and correct reflection of the meeting.
* Manage affiliation to relevant associations and ensure ongoing requirements for each are met.
* Maintain a register of FVRLFC Committee Members in accordance with legislative requirements.
* Maintain a ‘Disclosure of Interests” book for the FVRLFC Board in accordance with legislative requirements.
* Maintain a register of all marketing material relating to the association’s activities (letterhead, logos, posters, brochures etc.)
* In conjunction with the junior and senior registrar’s, liaise with RLB regarding all committee, coaches (accreditations), officials, players transfer and complete league paperwork.
* Ensure all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the updated versions to the Committee prior to the annual general meeting.
* Coordinate the induction training for the incoming Committee Members, sub-committees, coaches and volunteers.
* Appoint assistant secretary/ies (or equivalent roles) to assist with completion of responsibilities and contribute to a succession plan for the Secretary role. To do this the Secretary will ensure:
  + Expectations are clearly defined.
  + The assistant secretaries have been adequately trained.
  + Continuous monitoring and support is provided.
* Review and revise position description to ensure it continues to reflect the requirements of the role.
* Train, mentor and support the next FVRLFC Secretary.
* Handle all general club correspondence including forwarding internally and responding as required.
* Collate and arrange for printing of the annual report.
* In the absence of the President and Vice President or by the direction of the Committee represent the Club at functions, meetings and on other occasions.
* Carry out such other duties as may be required by the Committee.

**Communication and relationship management**

**New players, members, families and supporters**

Update annually the FVRLFC Handbook which introduces new club members and their parents to:

* + History of the club
  + Club Rules and policies
  + Club expectations
  + Objectives and implementation plans
  + Volunteering options

**Key stakeholders**

Create a mutually beneficial partnership and be the club’s point of contact for key stakeholders including;

* Brisbane City Council
* Rugby League Brisbane (RLB)
* Queensland Rugby League (QRL)
* Local community

Engage with relevant Committee members to create a mutually beneficial partnership with RLB and QRL South East Queensland Division, ensuring FVRLFC maximise their support in areas including:

* Coach, athlete and volunteer recruitment and development
* Event Management
* Marketing and promotions
* Digital media strategies

**Essential Skills & Requirements**

* Always act in the best interest of the members.
* Attend all FVRLFC Board and General meetings.
* Undertake the role in good faith and honesty.
* Ability to manage confidential material.
* If at any stage the FVRLFC Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.
* Hold or willing to apply for a current volunteer’s “working with children” check.
* Can communicate effectively.
* Is well informed of all other tasks including the handling of bookings and entries as well as respond to general duties as directed by the club.
* Can oversee organisational activities.
* Aware of the future directions and plans of members.
* Has a good working knowledge of the rules of the club and the duties of all office holders and sub-committees.
* A supportive leader for all members.
* A good understanding of the sporting and competition requirements at local, regional and higher levels.
* Unbiased and impartial on all issues.
* Receptive to change.
* Dedicated club person.

**Length of Term**

One year – position up for re-election at association Annual General Meeting.

**Remuneration**

This position is undertaken on a voluntary basis.

**Agreement**

I, (name), herby agree to accept and undertake the position of FVRLFC Secretary as outlined in the position description above.

Signed: Signed:

(FVRLFC Secretary) (FVRLFC President)

Date: Date: