**Secretary Job description**

**Job brief**

The Secretary is responsible for the club’s brand image and should that ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc are protected (where necessary) and their use is in accordance with club policy.

**Responsibilities**

• Provide an open communication link between the Board / Committee, sub-committees, membersand other clubs and Leagues.

• Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.

• Record all inward and outward correspondence and acknowledge where necessary.

• Have a good working knowledge of meeting procedures.

• Prepare agendas, reports and papers for all Board / Committee meetings.

• Take minutes at all Board / Committee meetings and at the AGM.

• Communicate all matters of importance from the League to the Board / Committee and clubmembers.

• Be the link between the league and the club on all levels.

• Maintain a sound knowledge of league rules and regulations.

• Maintain confidentiality on relevant and delicate matters.

• Have a good understanding of the club constitution, club rules and regulations and responsibilitiesof all office bearers.

• Be aware of the future directions and plans of club members.

• Co-operate with and assist the Board / Committee and other office bearers with their duties andresponsibilities.

• Manage the club’s planning process.

• Support and encourage all club members to respect and support the Rugby League Code ofConduct.

• Complete appropriate documentation to ensure insurance coverage is in place.

• Maintain club administration records - correspondence, financial records, minutes, competitiondetails, staff records etc.

• Support all media, promotion, marketing and sponsorship activities.

**Requirements**

* Knowledge of office practices, procedures, and computer software programs.
* Knowledge of correct English usage and grammar.
* Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.
* Knowledge of scheduling and coordinating travel arrangements.
* Skill in typing from clear copy at a rate of 40 net words per minute.
* Ability to follow, apply, interpret, and explain instructions and/or guidelines.
* Ability to determine work priorities.
* Ability to make decisions and take appropriate actions.
* Ability to meet schedules and deadlines of the work area.
* Ability to perform mathematical calculations.
* Ability to communicate effectively.
* Ability to compose routine correspondence and reports.
* Ability to type.
* Ability to operate standard office equipment.