
Keilor Park Football Club Inc

Essendon District Football League
Stadium Drive, Keilor Park



Position Description

Executive Secretary

Objectives

- To ensure appropriate administrative support is provided to president, executive and sub committees.
- To provide a 'whole of club' planning focus to ensure the overall efficient management of the Club.
- To establish a broad social calendar for the operating year to provide a range of entertainment for all Club members
- To enhance the appeal of the Club to the wider community through extensive marketing

Responsibilities

- Establish a planning calendar for the year and manage its ongoing administration.
- Be familiar and maintain an accurate copy of the Rules, By-Laws and Policies of the Club.
- Prepare minutes of all executive committee and AGM meetings and distribute in accordance with Club rules
- Receive, prepare and send correspondence in accordance with the direction of the President and executive committee.
- Attend League & Council workshops and forums where required.
- Ensure social media and other marketing avenues continually promote the clubs social and family attributes
- Be familiar with the Sporting-pulse software package to assist Football Department Registrar
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the AGM.
- Undertake tasks at the request of the President, Executive or sub-committees.

Relationships

- Reports to the President & Committee.
- Supports all Secretarial portfolio volunteers
- Liaises with the Executive, Sub Committees, League, volunteer organisations and Shire.

Accountability

- The Secretary is accountable to the President and the Committee.
- Provide a report on all aspects of portfolio to the executive committee when requested.
- Seek ratification from the executive treasurer prior to committing the Club to any financial expenditure

Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.