

Accountability

- JJJFC President
- JJJFC Executive Committee

Hours _____ / **Week – Month - Season**

Objective

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- The Secretary shall be responsible for keeping an accurate record of all incoming and outgoing correspondence for the club and that all members are kept up to date in terms of club directions, events, and any other general communication.
- Keep an accurate record of all happenings at all committee meetings and circulate meeting minutes within two weeks of each committee meeting.
- Receive all incoming correspondence and pass it onto the appropriate person as soon as practical. All correspondence to be filed accordingly, as most is received by email.
- Generate outgoing correspondence and keep an accurate record of all correspondence and ensure that all Executive Members are notified accordingly, while ensuring that all outgoing correspondence adheres to club standards.
- Ensure that all requests for information are honoured on behalf of the club within specified deadlines.
- Coordinate the team photos.
- Organise all club Trophies,
- Maintain a clear and logical filing system housing all official club documentation.
- Manage Portfolio as set down by the committee.
- Report to club monthly meeting.
- Manage Portfolio as set down by the committee.

Relationships

- Liaise with the Executives
- Liaise with sub committee's

Reporting

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.