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| Picture 5 | **Secretary Role Statement** |

**Role Specification**

**The Secretary Must:**

1. Understand and identify with the aims and ethos of this organisation.
2. Be committed to the safety and care of children.
3. Be committed to their own growth / development as a Team Member, and subsequently undertake required training.
4. Have a current Blue Card.
5. Undertake Child Safety Training
6. Must uphold and display Christian Ethos.
7. Have a understanding of the QCSA By-Laws

**General Responsibilities:**

1. To adhere to the ethos of this organisation as set out in our policies.
2. To willingly adhere to the appointment process for becoming a Team Member.
3. To read, understand and agree to abide by the guidelines in the *safe ministry check*
4. To undertake training where appropriate.
5. To ensure the protection of program participants, and our organisation, by following procedures put in place.
6. To work as part of a team of committed people for the purpose of the program.
7. To fulfil specific roles and tasks given by the Whitehill FC Executive Committee to the best of your ability.
8. To ensure that high standards are kept within the program (safety, hygiene, care of equipment, conduct of leaders)
9. To be accountable to Whitehill Football Club President
10. To attend Committee meeting.
11. To seek sponsorship.

**Specific Responsibilities:**

1. Attend Discipline meetings as needed (shared with other Committee Members). Meeting usually held on a Wednesday/Thursday night and only occur when a player is suspended for more than 3 fixture games.
2. Takes full and accurate minutes of all questions, matters, resolutions, and other proceedings of every meeting to be entered in a book to be open for inspection at all reasonable times by any Committee member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding meeting verifying their accuracy.
3. Forwards any correspondence to external parties (eg QCSA,QCSRA)
4. Receives any correspondence from internal and external parties and forwards information to appropriate area/areas.
5. Ensures the website and Facebook pages are updated with any relevant correspondence.
6. Produces Sign-on Information.
7. To be second approval for all payments made to external parties.
8. Writes and collates end of Year Reports.

**Election of Secretary:**

The Secretary shall be elected at the Annual General Meeting in each year and who shall hold office until:

\* The conclusion of the next succeeding Annual General Meeting or;

\* Notifying the Executive Committee of prior resignation.

**Estimated time Commitment:**

Time commitment would be approx. 4 hours per week from January to September and 3 hour per week October to December.

Plus 1 Executive committee meeting 1 once a month

Plus 1 committee meeting every 3 months.

**Appointment**

A Team Member is appointed to a program under this organisation’s Appointment Policy. The Team Member is responsible to the President (and ultimately to this organisation).

**Resignation**

The Secretary may resign from Whitehill Football Club at any time upon:

\* Giving one (1) months' notice in writing to the President; and

\* The resignation being accepted by the Whitehill FC Executive Committee.