

# Fencibles United AFC

## Secretary Role Description



Position	Secretary to The Board
Reports to	The Board Chairperson and Fencibles Members
Location	Auckland (Fencibles United AFC)
Length of Appointment	12 Months

### Fencibles United AFC

Fencibles United AFC is one of the largest football clubs in New Zealand. We are based in Pakuranga/Howick, Auckland, New Zealand. We have a long history of serving and representing the East Auckland community. Our roots go back to Pakuranga Town AFC and Howick AFC. Fencibles is a forward thinking club with the desire to provide the best services possible to the game of Football on and off the pitch, at Community Level as well as High Performance.

The Board has a core responsibility to the Governance of the Club which in turns provides direction, accountability and support to all other committees and teams within the Club.

### Position Purpose

The role of Secretary is an elected voluntary position to provide administrative support to the Board, Committees and members of Fencibles.

### Responsibilities and Duties:

- With instruction by the board call for and receive nominations for committees and other positions for the club AGM
- Read, reply and file correspondence promptly, ensuring relevant information is being passed onto the different roles/committees within 24 hours (where at all possible).
- Record accurate minutes of monthly board meetings and within a week after the board meeting, circulate the minutes and/or relevant information out to the board for review and actioning.
- Collate and arrange the printing of the annual report.
- Maintain an online register of members, life members, sponsors and other stakeholders ensuring all details are gathered to aid in effective communication
- Lodge and file all legal documents as required i.e. Constitution, leases and titles etc.
- When required be the first point of call for the club liaising with members of the public and affiliated bodies.
- Complete or be a support of the communication with Associations in relation to but not limited to the following:
  - processing of transfer documents (complete)
  - entering of teams in competitions (support)
  - represent the club at Association meetings if required (support)
  - obtain Association sanction for club events (complete)
  - inform AFF of club teams travelling out of Auckland to tournaments (complete)
  - communicate information between Association and club members such as events and deadlines etc. (support)
- Respond to general duties as directed by the club committee.
- Support and help maintain the online resources folders of the club.
- Following all aspects of the clubs Code of Conduct, signed Confidentiality form and any other club policies, procedures as they relate.
- Meet all club reporting requirements as they become due or are requested.

## **Knowledge and Skills Required:**

- A good effective communicator.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution, visions and values, rules of the club.