



Club Secretary

The Secretary is the chief administration officer of the _____ RUFC. This person provides the coordinating link between members, the management committee SA Rugby and outside agencies.

The secretary is directly responsible to the President and members of _____ RUFC.

Responsibilities and Duties

As Secretary to the Club and Committee :

- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain files of legal documents such as constitutions, leases and titles

As Communications Officer

- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies.
- represent your club/group at SA Rugby meetings; communicate information between SA Rugby/ARU and the club and its members.
- Disseminate by email, website, notice and/or newsletter, any information from within the club and outside the club, pertinent to all members.

As Registrar :

- Maintain registers of members' names and addresses, life members and sponsors
- Process transfer applications; enter teams in competitions;
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Has good knowledge of computer based communication systems.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary is _____ hours per week during the season and _____ hours out of season.

The Secretary is appointed for a period of 12 months and is elected by the members at each AGM.