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**Job Title:** Secretary

**The role of LNJSA Secretary** is to provide administrative support the association's clubs and committee and give support to other LNJSA positions and Football West Community Participation Officer. The role is hands-on and vital to the efficient running of the association's operations. Along with the Association's President, Vice-President, Treasurer, the Secretary forms part of the Association's Executive committee.

**Key Responsibilities & Duties:**

- Conduct the correspondence and general business of the Association in accordance with the directions and decisions of the Committee;
- Convene meetings of the Association and give reasonable advance notice of all meetings to all Member Clubs and Associate Clubs;
- Keep minutes of the proceedings of all meetings of the Association and submit reports of those meetings to the Committee within 13 days of the meeting;
- Record and distribute to members accurate and comprehensive minutes of all resolutions passed at any meeting;
- Check the Association's PO Box at least twice weekly and ensure all inwards correspondence is presented to the Member Clubs and Associate Clubs at meetings as appropriate; and
- Have and maintain a copy of the Constitution and any amendments to it, the current By-laws, a record of the name and postal address of all current and past Member Clubs and Associate Clubs, a record of the name, postal address and contact details of each committee member, the name, address and contact details of each office-bearer of the Association, a register of all
- documents on which the common seal of the Association has been affixed and a full set of the accounts of the Association as passed at each AGM and shall allow any Member to inspect and obtain a copy of any of those records (at the Member's expense) on being given reasonable notice by that Member.
- Respond to LNJSA website enquiries
- Be one of Signatory authorities at the bank for all Association accounts.
- Liaise with LNJSA Disciplinary committee as required.
- Liaise and give support administratively to the LNJSA Country Week Co-ordinator.
- Liaise with LNJSA President, LNJSA Vice President and Football West or other bodies as required to facilitate training and accreditation opportunities for Referees, Coaches, Player Development and Facilitate other events and functions are required by the Committee ie Gala Day



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**Essential Attributes:**

- Self-motivated, enthusiastic and committed to achieving results within deadlines;
- High level of organisational skills and attention to detail;
- Excellent communication (written and verbal), presentation and interpersonal skills; and
- Computer literacy and prior experience using a range of software including word, excel etc

**Desirable Attributes:**

- Have previous experience with reporting.
- Be forward thinking and committed to meeting the operational requirements of the Association
- Have a good working knowledge of the Association's Constitution, By-Laws and other policies

**End of year hand over**

**Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support the incoming Secretary.

This 'handover' period typically would be during the two months following the end of the season (31st October).

**Remuneration:**

This position attracts a one-off payment which will be paid following approval by the LNJSA Committee before the end of the Financial year (ie. 31<sup>st</sup> October).