



Young Rugby Union Football Club Inc.

ABN 32 158 095 763
PO BOX 330, YOUNG NSW 2594

POSITION DESCRIPTION 2015 YOUNG RUGBY CLUB COMMITTEE

SECRETARY

The Honorary Secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club you'll act as the linchpin between internal and external stakeholders. You'll be responsible for identifying, applying for, and following up, grant applications. There is a surprising array of opportunities to increase investment in the club, and the Secretary makes the most of these. It's no exaggeration to say the club couldn't function effectively without you.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Careful and methodical
- Comfortable managing the details
- Skilled at administration and meeting procedures
- Well-organised and conscientious
- IT literate

What you'll do:

- Act as the main communication link between the Committee, sub-committees, club members, other clubs and competitions
- Record and distribute meeting minutes in a timely and accurate manner.
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Provide the necessary details to the SIRU and ARU
- Look into and apply for grants to help fund the club
- Follow up all grant applications
- Maintain the records of club members and former members
- Distribute the right paperwork to the right people in the club
- Organise the AGM, Management Committee and club meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters between the RFU, CB, and leagues, showing a thorough understanding of the rules of all these bodies

How much time it will take up:

About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

Running this office well shows considerable command of high-level organisational skills. It's a highly respected post from any perspective, within the community and the world of work. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on the field.