

Secretary Role



- Monitor, reply and forward all communication as required internally and externally for the Junior Club.
- Meeting agenda's minutes and follow up.
- Team Manager beginning of season coordinator including folders and training required.
- To record and ensure blue cards and coaches training is up to date and communicate to VP's if not complete for follow up.
- Keep a record of all government paperwork, licenses and protocols required for practice.
- Social Media communication and updates
- Sponsors check in and advertising via social media and in collaboration with the website manager.
- Prepare end of season gifts, trophies, medals, certificate and further Thanks you's.
- Organise end of season photography.
- In the event of a grants writer not being available communicate with the executive team to decide who can put specific grants together.
- Coordinate with local community for player awards and hand out accordingly alongside sponsorship coordinator.