

Hazelbrook Football Club Management Committee

Position Portfolios Secretary

The Secretary is mainly responsible for the smooth functioning of the Club. They must keep abreast of all events that could have an impact on the Club and to distribute mail and message to the appropriate Committee Members.

- Maintain Club correspondence and deal with all correspondence whilst working cooperatively and closely with the President and Treasurer.
- Record minutes of all Executive and Management Committee meetings and forward copies to all committee members as appropriate.
- Keep documents updated, such as NDSFA Directory, Coaches and Managers list, Management Committee list, Injury notification, send off forms and Incident reports at Gloria Park and Lawson Oval.
- The Secretary should utilise the Assistant Secretary when help is needed and to delegate duties and responsibilities to other committee members.
- Follow up non attendees at any Club meeting
- Be appointed Public Officer with the Department of Fair Trading. Ensure timely lodgement of:
 - Annual Returns
 - Notification of changes to Rules of Association
 - Notification of changes in Public Officer
- Be appointed Member Protection Officer under the Child Protection Employment Act and ensure all Club Officials (Management Committee members, Coaches and Managers have completed and signed Prohibited Employment Declaration form prior to commencing duties. Forward any reports received to NDSFA as soon as possible and within prescribed timeframes.