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EXECUTIVE COMMITTEE

POSITION DESCRIPTION

Position Title

Secretary

About AWFA

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW) and is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over 2500 participants from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promote, recognise and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

Purpose of the Role

The Secretary is responsible, in partnership with the Association Administrator, for the administration and communication of the Association. Along with the President, the Secretary is responsible for ensuring that Association business is conducted in accordance with the constitution, rules and regulations, as well as the relevant governing body's policies and procedures.

Working Relationships

- Executive Committee
- Member Clubs
- External Stakeholders
 - FNSW, FV & Football Australia
 - Albury City Council, Wodonga Council, Rural City of Wangaratta Council & Alpine Shire
 - Sponsors and Partners
 - Government entities i.e. NSW Office for Sport
- Wider community

Responsibilities

- Convene all Executive, Management, and general meetings in conjunction with the President
- Manage general association correspondence and act as primary contact for enquiries and engagement with members and stakeholders
- In conjunction with the Association Administrator, maintain a register of the association's latest documentation including but not limited to the Constitution, Rules and Regulations and other accompanying policies
- Assist the President and Executive Committee in its strategic planning and decision-making

- Act as the public officer for the association, liaising with community members, affiliated bodies and government entities, aiding in conflict resolution
- Work with the Administration Officer to complete tasks as it pertains to the management of the association where required
- In collaboration with the President and Treasurer, manage and guide the Association Administrator where required
- Complete tasks (e.g. taking of meeting minutes, communication with stakeholders) in the absence of an employed Association Administrator

Helpful Experience

- Previous experience in an administration role at a sporting organisation/other organisation
- Experience abiding by laws and policies.

Helpful Knowledge and Skills

- Ability to implement administration and management requirements
- Organisational skills
- Computer competency
- Strong interpersonal and communication skills
- Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines

Working Hours

Working hours can be unsocial and may regularly include weekend and evening work. This work mainly peaks during the season (February-September) and during weeks of Executive and Management Committee meetings.

FOOTBALL ASSOCIATION

For further information about this role, please contact admin@awfa.asn.au with any queries you may have.