

Abbotsford Juniors Football Club Position Description – Competition Secretary

JOB TITLE:

Competition Secretary

OBJECTIVE:

The main role of the Competition Secretary is to support the Secretary as specifically relates to the club's teams participating in relevant CDSFA/FNSW competitions.

RESPONSIBILITIES:

- Be familiar with the roles of the Club, Competition, CDSFA/FNSW and any other body that has governance. Give advice to the President and committee as required.
- Be familiar with all Competition Rules as relates to the clubs teams participating in CDSFA/FNSW competitions.
- Receive all Competition related correspondence directed to the club, inform Secretary, react, follow up and distribute to appropriate members.
- Liaise with CDSFA/FNSW on behalf of the club's teams.
- Receive all competition scores from the Coach/Manager of the club's teams and ensure these scores are appropriately notified to CDSFA/FNSW on a timely basis.

RELATIONSHIPS:

- Secretary and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with CDSFA/FNSW, Council and other external stakeholders.

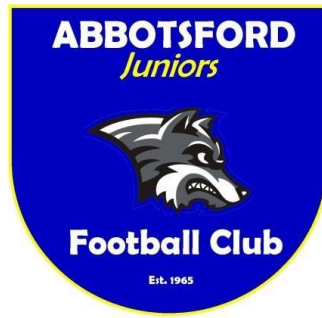
ACCOUNTABILITY:

- The Competition Secretary is accountable to the Secretary and General Committee.

The estimated time commitment required as the Competition Secretary is 1-2 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Consistently demonstrates alignment to the Club's Purpose and Values.



- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Negotiating skills.
- Empathy with varying groups of people.