



Position Description: Secretary

Last updated 1 December 2024

Overview

The Secretary is responsible for ensuring that the league complies with legal and regulatory obligations and manages the league's information and knowledge. This role is pivotal in maintaining the league's records, facilitating communication, and upholding governance standards.

Responsibilities

Legislative Responsibilities

- Notify Consumer Affairs of the Secretary appointment or changes to the Secretary's details.
- Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form.
- Lodge an Annual Statement and other required financial documents with the prescribed fee within 1 month after the annual general meeting.
 - Obtain from the Treasurer the Annual Income and Expenditure Statement and Assets and Liability Statement.
- Apply to Consumer Affairs for approval to alter the league's rules within 28 days after the alteration was passed by special resolution.
- Apply to the Registrar for approval of a name change within 1 month after passing a special resolution.
- Notify Consumer Affairs of a special resolution regarding the winding up and distribution of the association's assets.

Administrative Roles

- Maintain committee and league records.
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so.
- Develop meeting agendas in consultation with other Committee members and distribute them prior to the meeting.
- Be familiar with all current league documents.
- Ensure accurate and sufficient documentation exists to meet legal requirements.
- Authorize people to help with the Committee's business, including signing and maintaining a copy of the final approved Minutes.
- Ensure league records are maintained as required by law and are available when required by authorized persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Ensure proper notification is given for Committee and league meetings as specified in the rules.
- Manage general correspondence of the Committee, except for correspondence assigned to others.
- Arrange committee meetings including the AGM.
- Take, maintain, and distribute minutes of meetings.
- Follow up actions with members when necessary.
- Maintain an up-to-date list of committee members and contact details.
- Submit documents to Consumer Affairs Victoria as necessary, including annual reports and financial statements.
- Maintain the Rules of the League and manage any associated updates or changes.

Renegade Pub Football League Inc.

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- Maintain the RPFL charter and manage any associated updates or changes.
- Maintain the RPFL's certificate of currency.
- Perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Essential Skills and Requirements

- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Act in the members' best interest at all times.
- Prior experience in administrative roles, preferably in a non-profit setting.
- Attend relevant committee meetings.

Estimated time commitment required: 3 hours per week during the season.