

South Auckland Rangers Association Football & Sports Club

Club Rules Job Description

Secretary

Responsible to:

- President
- Board

The Secretary is the main administration link of the South Auckland Rangers AFC. The Secretary has a vital role in the club, providing the link between Members, Players, Management, Board and other stakeholders.

Responsibilities and Duties:

- Call and receive nominations for the Annual General Meeting for the Club Board and other positions for the club
- Attend to all correspondence promptly
- Call monthly Board meetings and record all minutes for distribution
- Organise the printing of the Annual Report
- Able to maintain confidentiality at all times.
- Maintain and update the Club Database of members, life members, sponsors and other stakeholders to ensure communication of club matters are relayed to all members
- Lodge and file all legal documents as required i.e. Constitution, leases and titles etc
- Act as a public officer of South Auckland Rangers AFC liaising with members of the public, affiliated bodies and government agencies
- Communicate with Northern Region Football as required. Including
 - Entering of teams in competitions through Comet if required
 - Represent the club at Northern Region Football meetings
 - Obtain Northern Region Football sanction for club events
 - Communicate information between Northern Region Football and club members re events and deadlines
- Respond to general duties as directed by the Board
- Maintain and file all Policy, Code of Conduct and Job Description documents and any other club policies as required
- Meet all South Auckland Rangers AFC reporting requirements as they become due or are requested
- Evaluate personal performance annually reporting to President and ensure succession of own position if applicable
- Review own position description to ensure accuracy and submit potential changes to the Board

Position Held By:

Signature:

Date Signed.



Updated October 2025