**SECRETARY**

**POSITION DESCRIPTION**

**REQUIRED TASKS:-**

* Compile and maintain email list of committee members and club volunteers (club helpers).
* Regular email communication using (helpers) email listing regarding upcoming meetings and home games details.
* Maintain current blue card details for all club members and volunteers. This is a requirement of Queensland Rugby League. Current Secretary to pass on listing to new Secretary.
* Signatory to club’s banking account with Queensland Country Credit Union (QCCU). Setting up or approving payments from the club’s banking account. Current Secretary to assist in transition of authority to new Secretary with QCCU.
* Ensure any payment details (invoices etc) set up for payment in QCCU are forwarded regularly to Treasurer to aid with end of year audit.
* Fax QCCU before Thursday of the weekends home game fixtures with float details. Generic fax kept by current Secretary with details given to new Secretary.
* Take minutes of AGM and committee meetings and have readily available to committee members at next scheduled meeting.
* Apply to JCU Student Services with application for function form for each home game scheduled at Joe Baker Field. JCU Student services are then required to sign form and forward to JCU security. (We no longer required a liquor permit as new laws have changed the requirement for not for profit clubs to apply for one).
* Contact and liase with Townsville Bulletin if any advertising is required to placed. We have an account with TSV Bulletin, details of which will be given to new secretary.

**ADDITIONAL TASKS WHICH CAN BE DELEGATED TO HELPERS**

* Helping in the running of the canteen during home games.
* Picking up any items which may be required for the canteen during the week of a home game. (Joe Jones has indicated he is prepared to carry out this duty).
* Any tasks that may be required during home games.
* Co-ordinating ball boys for home games.