



## Moreton City Excelsior Football Club

### Committee Position - Secretary

The duties of the Registrar shall be:

- To assist the president by setting the agenda and taking minutes of resolutions and discussions of meetings, ensuring copies of those minutes are tabled and distributed at the completion of each meeting.
- To see that a record of minutes of resolutions and discussions of meetings be kept.
- To keep an attendance record of all meetings of the club, including the attendance of committee members at each of their respective meetings.
- To co-ordinate attend and chair with the Junior Representative, all club junior coaches and managers meetings which need to be held at least bi-monthly.
- To carry out the direction of any General or Executive Meeting.
- To keep a register of the names of all Club constituents and all other club secretaries and treasurers and all office bearers of any other controlling body.
- To keep in safe custody all property of the club in his/her control.
- To hand over to his successor all records of, in a complete form, correspondence and other papers and property pertaining to the club.
- To work in close conjunction with the Committee Members with regard to the distribution and collection of all necessary papers, articles and other matter pertaining to their particular office.
- Act as Primary Contact for emergency communications with Football Queensland and ensure that the conduit for this communication is open.
- Collate information returning to Executive Committee from Operating Committees, and ensure it is available to review by Executive.
- To Co-ordinate the end of year junior presentation day at a date to be agreed upon by the management committee.
- To liaise with the referee coordinator and team managers regarding any referee no shows, so that any invoices can be disputed with FQ.
- Assist with any clerical duties required for team allocations, in conjunction with the club registrar and club admin.
- To arrange and coordinate the annual muster for U6-U8
- To arrange and coordinate club sign on days.
- To arrange a roster for bar at Wolter Park for each Senior fixture.
- To be the main point of contact for all team managers.



## Moreton City Excelsior Football Club

- To monitor all player eligibility to ensure the club does not exceed or field ineligible players.
- To submit any requests to Football Queensland regarding dispensation, fixture change requests, protests, etc.
- To keep an accurate record of teams that require players to be allocated to them.
- To coordinate the annual photos for each team and liaise with team managers in ensuring player names are accurate.
- To upskill team managers to be proficient in carrying out their regular duties such as team sheet submission, kit changes, etc.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

