



North West Junior Soccer Association Inc.

P.O. Box 2387
Port Adelaide
SA 5015

ABN: 92 023 591 876

<http://www.nwjsa.org.au>

Affiliated with the S.A. Junior Soccer Association Inc.

NWJSA SECRETARY ROLE

Responsibilities and duties:

The Secretary should:

- Prepare the agenda for meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for the Board, committees and other positions for the NWJSA AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles