

PHOS Camden (Junior) Football Club

Duty Statement – Junior Secretary



1. Name of Position	Junior Secretary
2. Who the Position Reports to	Junior Committee
3. Where the Position is Located	PHOS Camden Junior Football Club
4. General Description of the Position	To ensure that appropriate administrative support is provided to the President, Chair and Junior Committee
5. Responsibilities	<ul style="list-style-type: none">• Establish a planning calendar for the year.• Provide a coordinating and support role for the Junior Committee.• Provide secretarial support to the Junior Committee.• Prepare minutes of all Junior Committee meetings and distribute in accordance with the rules of the Junior Club.• Receive all correspondence directed to the Junior Club.• Prepare and send correspondence in accordance with the direction of the President, Chair and Committee.• Assist other Committee members in their duties as required.• Undertake tasks at the request of the President, Chair or Junior Committee

This document was endorsed by the PHOS Camden (Junior) Football Club committee on 17th January 2018. It can be amended by the committee at any time, however in the absence of changes it will be reviewed again on 4th March 2022.