



Position Description

1 of 2

Administrator

Job Purpose	The Secretary is the chief communication officer of the Association. The Administrator is responsible for ensuring that the Association is run in accordance with the club constitution, rules, by-laws, policies and procedures.
Job Responsibilities	Primary responsibilities for the roles of Administrator and Secretary include: • Maintain Association web site. Ensure information is updated promptly. • Co-ordinate the correspondence of the Association. • Prepare both the agenda and the minutes. Keep full and correct minutes of the proceedings of each Executive and Association meeting. • Ensure by-laws and constitution published on the SMCA web site are up to date. • Encourage club office bearers are up to date by communicating with clubs. • Manage PlayHQ, ensure match results and player scores are submitted in a timely manner by the Clubs. • Manage Jim McKenna and Ian Hale Medal votes in partnership with the Umpires Advisor. • Verify player transfers from both within and outside the Association. • Advise member clubs, in writing, of any fines accrued due to players being unqualified or unregistered, or any other fines relating to match reports. • Arrange required Disciplinary Hearings, including venue location and notification of Hearings to all relevant parties including umpires, players, clubs and Tribunal Members. • Advise clubs of prescribed penalties as provided by the Association by-laws. • Advise clubs of cautions as provided by the Association by-laws • Receive team forfeits and ensure opposition club and umpires advisor is aware of changes. • Communicate with Protest and Disputes board as necessary. Publish decisions of the Board on the appropriate platforms. • Assist the Executive Committee in its decision making. • In consultation with the Fixtures and Gradings Committee complete the Fixtures for each season including best venue usage • Using Play HQ, determine trophy and premiership winners and arrange awards from the provider. Order Premiership pennants and medallions
People Management	Yes – required to support the Executive Committee members.
Budget Management	Nil, may be a co signatory to Association bank account.
Note: • The ordinary working hours for the position are varied and can include duty on weekends and evenings.	

JOB HOLDER CAPABILITIES	
Qualifications and Experience	• Previous experience in a not-for-profit, volunteer-based organisation is preferable. • Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	• Strong understanding and working knowledge of the Association constitution, rules, by-laws, policies, and procedures. • Ability to implement the communication requirements effectively and efficiently. • Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. • Good organisational, record keeping and people skills. • Competency in Microsoft product suites. • Good communication skills including written and oral. • Possess basic financial management skills. • Dedicated club person with strong work ethic.

Further see Constitution 29 and 29A

(2) ensure that all players are properly registered with the Association before playing in any fixture organised by the Association.

(3) verify all clearances from both within and outside the Association;

(4) be responsible for receiving and checking match reports from all Association fixtures and for the compilation of premiership points and tables;

(5) be responsible for maintaining player records;

(6) be responsible for receiving averages and advising member clubs of trophy and award winners;

(7) advise member clubs, in writing, of any fines accrued due to players being unqualified or unregistered, or any other fines relating to match reports;

(8) have custody of all Association documents and records relating to player registration, statistics and fixtures; (9) ensure match results are published; and

(9) ensure match results are published; and

(10) perform such other duties as are imposed by these rules on the Administrator.