



Role & Responsibilities of Secretary

The Club Secretary is responsible to: The Club Management committee through the chair.

Role purpose: To ensure the club's administrative function, including membership and legal requirements of governing documents.

Commitment: The Secretary would expect to give 2– 4 hours per week, plus time for various committee meetings.

Main Tasks:

- Being the first point of contact for club enquiries.
- Ensure all formal meetings (including the Annual General Meeting) are effectively organised and minutes are recorded.
- Maintain effective and up-to-date club records.
- Act as the first point of contact for the club and ensure prompt communication internally and with external organisations.
- Upholding the legal requirements of the club.
- Deal with or delegate all of the administrative duties for the club including ensuring insurance is up-to-date and relevant.
- Work with the treasurer to ensure all membership and / or affiliations are accurate and paid on time.
- Ensure that all members have access to Club Documents, insurance details and officer's contacts.
- Attend and take minutes of committee meetings and the AGM.
- Ensure agendas are sent out to all committee members in advance of meeting.
- Provide regular reports on membership numbers to the committee.
- Be actively involved in creating and delivery of the Club Development Plan.
- Assist the club to fulfil its responsibilities to safeguard children at club level.
- Ensure an understanding of the financial responsibilities that apply to the club.

Skills required?

- Knowledge of the club is essential.
- Similar experience in this role is desirable (but not essential).
- Good administrative skills and competent with e mail.
- Access to forms of communication and contactable.
- Enthusiastic and able to motivate others.
- Familiar with club membership management software.