

Role Descriptor: Secretary

Role Purpose

To act as the principal administrator for the club in conducting club correspondence and record keeping

Roles & Responsibilities

1. Ensure communications between the club and the Sports Union, keeping staff informed of events and activities to aid support and promotion on social media/website etc.
2. Manage the club membership by following processes through internal club management systems
3. Work with Club Captain to organise and attend the club AGM and all other club meetings.
4. Prepare and distribute committee meeting agendas, taking minutes of all club committee meetings and distributing copies, keeping signed copies of all meeting minutes on file
5. Maintain club records
6. Work alongside the Sport Programme Coordinator to arrange and distribute fixtures and/or competitions
7. Seek advice from the Sports Union on safety issues for your club
8. Promoting safe practice within the club at all times
9. Assess the safety of proposed events and venues, working with the Club Captain on updating the club risk assessment
10. Work alongside the treasurer to ensure that all affiliation/registration documents are accurate and paid on time.
11. Ensure that all members have access to relevant club documentation including the club constitution
12. Take responsibility in ensuring communication with members on club business for any club activity such as training, matches, competition and social events.

Personal Specification

The secretary will ideally be:

- Organised
- Efficient
- A good communicator
- Experienced in verbal and written skills
- Able to maintain confidentiality
- Experienced with IT
- Reliable
- Good at taking responsibility