



SECRETARY ROLE

Responsible to: Committee

Liaising with: Committee, parents/carers, members, volunteers and outside clubs and bodies.

Responsible for:

To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.

To deal with the day to day running of the club including all correspondence (both internally and externally).

To process and deliver appropriate correspondence and information to and from enquiries, members, other clubs and parent bodies.

To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate.

To liaise with other club committee members to ensure all appropriate administration is in place.

To represent the club at meetings.

To have a knowledge and understanding of roles and responsibilities of other club committee members

To maintain up to date contact details of all members, committee members, other key club personnel and contacts at national, regional and international level.