



## Club Secretary

**Reports to:** Club Committee

**Brief:** The Club Secretary is the central point of club administration, handling all club correspondence.

### Responsibilities:

Professional standards of administration by voluntary officials.

1. Meetings: Work before, during and arising out of meetings, including the Annual General Meeting.
2. Records: Keeping records and files of Club activities, including membership
3. Correspondence: Match notices, letters, filling in forms etc
4. Ensuring club sub committees responsible for specific tasks feedback developments prior to meetings.

**Guide:** The Secretary has more to do with the practical running of the Club than any other member; he/she must therefore be carefully chosen. He/she should be a good organiser, tidy and methodical, tactful and friendly and above all reliable. A good Club Secretary means there is good management of administration of the Club.

**Commitment:** 1-2 Hours per week