



JOB TITLE: Secretary

RESPONSIBLE TO: The Club Executive Committee

- SKILLS REQUIRED:**
- Well organised
 - Able to keep records
 - Have tact and discretion
 - Honest
 - Prepared to make a regular time commitment

MAIN DUTIES :

- 1) To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required.
- 2) To attend committee meetings, prepare and distribute the committee meeting agendas.
- 3) Take the minutes of all club committee meetings and distribute copies.
- 4) Keep signed copies of all meeting minutes on file.
- 5) To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively.
- 6) To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time.
- 7) Attend external meetings representing the club.
- 8) Organising the clubs annual general meeting (AGM).
- 9) Ensuring points for minutes have been actioned.

SIGNATURES: Secretary

Date

Chair Person

Date