



Secretary

ROLE

The Secretary of the club is responsible for the smooth running of club administrative requirements, dealing with correspondence and communications. Service and facilitate Committee meetings and ensure all club documents, records and policies are maintained and readily available as required.

SKILLS

- Enthusiastic with a good knowledge of the club, and its administrative processes
- Administrative background and knowledge of servicing committees record
- Strong communication skills
- Awareness of record maintenance, version control and data protection
- Reliable and honest

MAIN DUTIES

- Deal with the day to day running of the club including all correspondence
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies. Book venue for all meetings
- Liaise with other committee members and represent the club at meetings
- Act as the main point of contact for the club with the county, regional and national ASA departments and process and deliver appropriate forms and information

COMMITMENT

Will need to have the commitment/time required to service all committee meetings and provide day to day administrative support to the Club.

BENEFITS TO SELF

Contributing to a well-managed and governed club and giving the potential to develop administrative processes.