

Role Descriptor: Club Secretary

The Club Secretary is a pivotal role. It is the central point of club administration, handling all club correspondence. It is a high profile role that has a major impact on the efficient and effective management of the club.

What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications

Who will I be responsible to?

- Chairperson

Who will I be responsible for?

- Fixtures Secretary and Referee/Umpire Secretary

Ideally, you'll need to be:

- Well organised and efficient
- Experienced in computer and administration skills
- Able to maintain confidentiality
- A good communicator, both verbal and written skills
- Good listening skills

What you will do:

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the Committee meeting agendas
- Take the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
- Attend county and league meetings (as appropriate)
- Organise and book match facilities and in-house courses for the season
- Organise and attend the club AGM and other club meetings

How much time will it take?

- Approximately 6-8 hours each week, though this will depend on the nature of your sports club/organisation. Some of this work will be required at weekends and in the evenings.

For further information, contact:

(Insert contact details here of Chairperson)