

Role & Responsibilities of the **CLUB SECRETARY**



Who will I be responsible to?

The Club Committee through the Chairperson

Who will I be responsible for?

The Club Development Officer

What is my role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Development Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club
2. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
3. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
4. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
5. Attend the Committee meetings and AGM.

What else can you tell me about the role?

This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

How much time will I need to give to the role?

Approximately 6-8 hours each week and some of these will be at weekends and in the evenings.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising and booking match facilities and in-house courses for the season
4. Organising the club AGM and other club meetings
5. Representing the club at outside meetings at the direction of the main committee