

Role & Responsibilities of the Secretary

Role:	Secretary
Responsible to:	Management committee through the chairperson
Role purpose:	To ensure the organisations communications function efficiently
Commitment:	2– 4 hours per week plus committee meetings

Main Tasks:

- Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee
- Deal with or delegate all of the administrative duties for the club, centre or committee
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Ensure that all members have a copy of the club, centre or committee handbook, insurance details and officers contacts
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings

Skills required?

- Knowledge of the club, centre or committee is essential
- Similar experience in this role is desirable
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others