



Roles and Responsibilities of the Secretary

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Fixtures Secretary and Membership Secretary

What is my role?

1. To be the “principal administrator” for the Club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the Committee meeting Agendas
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. Keep signed copies of all meetings 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. To ensure all members have access to key information including policies, insurance details and officers contacts etc

What else can you tell me about the role?

The Club Secretary is a pivotal role within the club and should provide one of the main points of contact for people within and outside the club on just about every aspect of the club's activities. It requires attention to detail and good organisational and communication skills. It is a high profile and responsible role that has a major impact on the efficient and effective running of the club.

As the first point of contact for the club, it is helpful if the Secretary is contactable during the working day and able where necessary to give timely responses for information and other requests. The club is keen to support the Secretary in the use of multi media so as to assist them in their role. Likewise the use of the Club's website needs to be developed as a means of support.

Training needed

You should complete EH's online Safeguarding training as you, together with the membership secretary, are tasked with the storing of players details including under 18's. Possibly a computer database course.

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

Approximately 2 to 4 hours some weeks with possibly more at meeting times or other occasions

What tasks are involved?

Tasks will include

1. Dealing with correspondence and other requests for information/responses as appropriate
2. Organising and attending the Club AGM and other club meetings
3. Representing the Club at outside meetings at the request of the Chair or Club committee

Where to go for help?

Club Chair; Website Communications team: Membership and Fixtures secretaries

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