



HOLT RUGBY FOOTBALL CLUB

Affiliated to Rugby Football Union, Founded 1961, Club Colours: Black

Ground: Bridge Road, High Kelling, Holt, Norfolk, NR25 6QT
Telephone: 01263 713828 Website: www.holtrfc.com

VACANCY: HONORARY SECRETARY

Owing to the retirement of Jeanette Edwards, our long-standing Hon Secretary, Holt RFC seeks applicants with a view to appointing a new Hon Secretary to take over, with effect from the AGM on the 25th July 2024.

Holt RFC has an efficient and established Executive that oversees the running of the Club, and the Hon Secretary holds a key role within that structure, working closely with everyone on the Committee.

The Hon Secretary role is to provide an efficient administration service to Holt RFC, enabling the club and its members to function effectively and to be the main communication link between members as well as external stakeholders. The role will therefore suit someone who is well organised, enjoys attention to detail, is IT literate, and who would like to get more involved in helping with the general smooth running of the Club. As with all Exec roles this is a voluntary position.

We expect the role to take on average 1-2 hours a week with a bit more when there are monthly meetings, the AGM etc.

For further information

If this position appeals to you and you would like to know more about the what the role involves, we would be delighted to hear from you. In the first instance, please contact chair@holtrfc.com or call Rob on 07768 642230.

Many thanks

Rob Hughes

Chairman Holt RFC



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