



Role Outline

Club Secretary

Role Overview

The Secretary is the principal administrator for the club. The secretary carries out or delegates all of the administrative duties that enables the club and its members to function effectively.

Role Key Elements

- Being the first point of contact for all enquiries
- Organising the Annual General and other meetings
- Taking and distributing minutes of meetings
- Keeping Records
- Liaising with members, post holders and external agencies
- Supports the Chairperson and the Committee

Personal Attributes

- Confident and Effective communicator
- Great organisation/IT skills
- Ability to delegate duties
- An understanding of the governance/standing orders
- Ability and knowledge to act as spokesperson for the club
- Ability to be unbiased and impartial
- Team player