

Secretary

Overview:

Typically the first point of contact for queries relating to the club. A central figure who knows its inner workings and is adept at balancing a busy, varied workload.

Reports to:

The Management Committee

Time commitment:

6-8 hours per week

Responsibilities:

- Support the chairperson in efficient running of the club.
- Organise meetings and take minutes, including the AGM.
- Action or distribute all club correspondence.
- Communicate with external parties such as clubs, leagues, governing bodies.
- Update club members, volunteers, officers and parents/supporters on club matters.
- Report to the committee during the year.
- Represent the club at external meetings.
- Keep thorough, updated records of contacts for all club members, officials, staff as well as national and regional organisations.

Skills and attributes:

- Very good knowledge of the club, its structures and personnel.
- Excellent communicator with appropriate verbal and written and IT skills.
- An eye for detail.
- Able to delegate.
- Multi-tasking.