



ROLE OF THE CLUB SECRETARY

The Club Secretary shall be responsible for the administrative affairs of the Club as well as promoting arranging, organising, communicating and recording all activities with regard to the Club and its members in a timely manner.

DUTIES OF THE CLUB SECRETARY

- Give notice of all Committee and General Meetings and take minutes/records
- Book venues for Committee Meetings and General Meetings
- Ensure that the Club continues to operate by Club Constitution and action plan
- Work with team Coaches to maintain correspondence and filing of documents
- Work with team Coaches to update Club notices as required.
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Necessary administration
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Excellent time management
- Organisation
- Good level of administration
- Good verbal and written skills
- Good knowledge of the Club