

CLUB SECRETARY

The role of the Club Secretary is to understand the Club rules, Constitution, Policies and Procedures and to provide a central point of contact for administration, information and communication.

Roles and responsibilities

- To take minutes of each committee and general meeting and circulate them as required.
- To prepare and circulate accordingly the notice convening the AGM, and other relevant documentation ensuring that all members are advised of the date of the meeting.
- To be the Clubs main point of contact for general correspondence and direct it to the appropriate person for action.
- To maintain the latest version of all Club documentation
- To act in the best interest of the Club at all times.
- To work with other relevant people to update and maintain the Club website.

Knowledge and Skills

- Dedicated, unbiased and impartial club member that is receptive to change.
- Communicate effectively
- Well organised