

Committee Role Descriptor - Club Secretary

Role title:	Club Secretary			
Responsible to:	The Club Committee			
Skills required:	- Enthusiastic - Well organised - Effective communicator - Able to use computer aids			
Main duties:	- To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required. - Be the main point of contact for correspondence from outside the club. - To prepare and distribute the Committee meeting Agendas. - Keep the Minutes of all Club Committee meetings and distribute copies. - Keep signed copies of all meeting minutes on file - To carry out or delegate all the administrative duties thereby enabling the club and its members to function effectively. - To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time. - To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc.			
Signatures:	Secretary:		Date:	
	President:		Date:	