



JOB DESCRIPTION

JOB TITLE: Club Secretary
POST HOLDER: Stephanie Dennis
RESPONSIBLE TO: Chairperson

Role:

To maintain accurate records of the club and organise the general administration of the club.

Main Duties:

- Receive and respond to all correspondence sent to the club.
- Deal and respond to any correspondence from the UKA or NAA.
- Keeping organised and accurate records or information required to be held by the club eg. Risk assessments etc.
- Prepare a secretary's report for the AGM.
- Attend the monthly committee meetings, the AGM and any EGMs when called.
- Establish Agendas and a meeting schedule for the monthly committee meetings, the AGM and any EGMs.
- Maintain an accurate copy of the laws and by-laws of the club.
- Keep a copy of any legal documents the club enters into e.g. contracts etc.
- Process all inward and outward athlete transfers to other clubs.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee