# Club Secretary

## Roles & Responsibilities

**RESPONSIBLE TO:** The Club Committee

**SKILLS REQUIRED:** Strong organisational skills

 Strong IT skills

 Good communicator

**Main Duties:**

1. To be the ‘principal administrator’ for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the committee meeting agendas
3. Keep the minutes of all Club Committee meetings and distribute copies
4. Organising and booking match facilities and in-house courses for the season
5. Organising and attending the club AGM and other club meetings
6. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
7. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
8. Representing the club at outside meetings at the direction of the main committee.

**TIME COMMITMENT: …………………………………………………………………..**

**SIGNATURES:**

**Treasurer** ……………………………………………………………...

**Date** …………………………………………………………………...

**Chairperson** ……………………………………………..…………

**Date** …………………………………………………………………...