



Role Description: Secretary

The Secretary is the principal administrator for the club. This is a pivotal role in which the secretary carries out or delegates all of the administrative duties that enables the club and its members to function effectively.

Responsible to:	<ul style="list-style-type: none"> • Chairperson 	Responsible for:	<ul style="list-style-type: none"> • Fixtures Secretary • Training & Development Officer • Registration Secretary • Press Secretary
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Being the first point of contact for all enquiries • Organising the Annual General Meeting and other meetings • Taking and distributing minutes of meetings • Keeping Records • Liaising with members, post holders and external agencies 		<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisation/IT skills • Ability to delegate duties • An understanding of the Forward Plan • An understanding of the governance/standing orders • Ability and knowledge to act as spokes person for your organisation • Ability to be unbiased and impartial 	

The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

In addition, the AGM is held in June annually in Doddinghurst Village Hall..

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

Our Commitment to you

The Club secretary, The Committee and sub-committee will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy



Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		