

**CLUB SECRETARY – ROLE DESCRIPTION**

**(GUIDANCE FOR CLUBS TO ADAPT FOR THEIR OWN USE)**

**Responsibilities**:

• Responsible for the day-to-day business and administration of the club.

• Organise AGM, Executive Committee and club meetings.

• Responsible for the accurate record keeping and circulation of the minutes from meetings.

• Be completely familiar with the club’s policies and procedures, constitution, club rules and

committee procedures.

• Help to prepare and submit any statutory documents that are required (e.g. VAT, funding reports)

**Knowledge and skills required:**

• Excellent communication skills (written and verbal)

• Enthusiastic

• Well organised

• Good listener

• Prepared to make a regular time commitment